

[Admin](#)

[Action Plans](#)

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[Grants](#)

# Disaster Recovery Grant Reporting System Training for DR CDBG Users



# The Basics: DRGR Modules



## ***Admin***

Assign and certify users; add and track TA and Monitoring Events



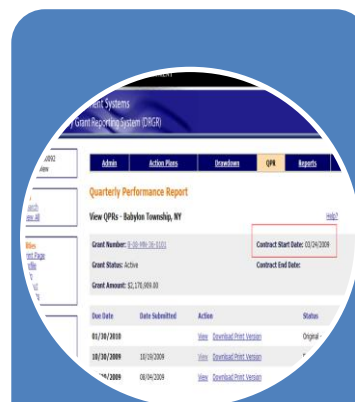
## ***Action Plans***

Group and track progress of activities; lay out project and activity budgets; designate benefit type and proposed accomplishments



## ***Drawdowns***

Obligate funds for draws; create, approve, edit vouchers; look up voucher line item status



## ***QPRs***

Summarize drawdowns, expenditures, obligations, and achievements for the quarter



## ***Reports***

Look at financial, reporting, and user account information in an easy-to-read and exportable format

# DRGR Navigation

Main Navigation Bar - Select MODULE



Screen Links within Module

**Action Plan**  
- [View All](#)

**Projects**  
- [Add](#)  
- [Search](#)

**Responsible Organization**  
- [Add](#)  
- [Search](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Logout](#)  
- [Reports](#)

**Help Index**

Action Plans — Module Title

View All Action Plans — Screen Title

[Help?](#) — Page Help

<a href="#">State</a>	<a href="#">Grantee Name</a>	<a href="#">Grant Number</a>	<a href="#">Grant Status</a>	<a href="#">Action Plan Status</a>	<a href="#">QPR</a>
PR	Commonwealth of Puerto Rico	<a href="#">B-05-DJ-72-0001</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>
PR	Commonwealth of Puerto Rico	<a href="#">B-08-DI-72-0001</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Add/Edit QPRs</a>
PR	Commonwealth of Puerto Rico	<a href="#">B-08-DN-72-0001</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>
PR	Commonwealth of Puerto Rico	<a href="#">B-11-DN-72-0001</a>	Active	<a href="#">Over Due</a>	

Use **Main Navigation Bar** to Select Module.

Use **Module Navigation Menu** links to select screens.

# DRGR Navigation: Search

- Three ways to Search
  1. Blank (no criteria – returns everything)
  2. Partial (i.e. “Sun” for Sunny Day Development LLC)
    - Returns “Sunny Day”
    - Returns “Sunny Day Development LLC”
    - Returns “Sunny Day LLC”
  3. Exact
- The Results
  - May be several pages
  - Column Headers: click to sort
  - Click on the links for the selected item
- Always double-check you are searching the CORRECT grant.

# Getting Started

Grantee Access to DRGR

DRGR Roles

Testing out the System

DRGR Navigation





# Access to DRGR

- Directions located on DRGR Log In page
  - Send request to CPD Field Office
  - FO staff reviews and forwards to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov)
- Default grantee role: Regular User
- Must specifically request additional roles:
  - Grantee DRGR Administrator
  - Request Drawdowns
  - Approve Drawdowns
  - View Only

# DRGR Roles: Grantee

## 3 Basic Roles

Grantee –  
View Only

OR

Regular  
Grantee User  
(Default)

OR

Grantee  
Admin

## 2 Additional Roles

- Must request Additional Role specifically from FO
- Can only have one additional role

Grantee –  
Request Draw

OR

Grantee –  
Approve Draw

Grantee –  
Request Draw

OR

Grantee –  
Approve Draw

## DRGR Roles: Grantee



	Basic Roles			Additional Roles	
	Regular Grantee Users	Grantee Admin	Grantee - View Only	Grantee - Request Draw	Grantee - Approve Draw
Certify Regular Grantee Users		✓			
Assign grantee users to grants		✓			
View Action Plans	✓	✓	✓	✓	✓
Edit/Submit Action Plans	✓	✓		✓	✓
Update obligations				✓	✓
Create draws				✓	
Approve draws					✓
View Receipts	✓	✓	✓	✓	✓
Create/Edit Receipts				✓	✓
View Program Income Accounts	✓	✓	✓	✓	✓
Create/Edit Program Income Accounts				✓	✓
Block activities from draws		✓			
View QPRs	✓	✓	✓	✓	✓
Edit/Submit QPRs	✓	✓		✓	✓
View Microstrategy reports	✓	✓	✓	✓	✓



# DRGR Roles: Grantee Administrator

- Certifying/Recertifying Grantee Users
- Assigning Users to a Grant
  - Accessible from the Grantee Admin Page
    - Only accessible to Grantee Administrators
  - When to Use It:
    - New User
    - Remove a User
    - New Grant
- Drawdown functionality (Designated in A.P.)
  - Block draws from being processed internally

# DRGR Roles: Grantee Administrator

- Assigning Users to a Grant

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

**Login ID:**B50941  
**Role:**Grantee Admin

**Admin**   **Action Plans**   **Drawdown**   **QPR**   **Reports**   **Grants**

**Admin**

- [Grantee User Admin](#)
- [Certify Grantee Users](#)
- [Add Monitoring/Audit/TA](#)
- [View All Monitoring/Audit/TA](#)
- [Search Monitoring/Audit/TA](#)
- [Search Event Topics](#)

**Utilities**

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

**Links**

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

**Assign and Remove Users**   [Help?](#)

**Grant Number:** T-09-NN-36-0003

**Authorized Users:**

- VA - Bones, Brandy - B50948 - HUD Headquarters
- VA - Gargoum, Jazmin - B50952 - ICF INCORPORATED
- VA - Manuel, Lisa - B50951 - ICF INCORPORATED
- VA - Murray, Amy - B51076 - ICF INCORPORATED
- VA - Murtaza, Farouq - B50949 - ICF INCORPORATED
- VA - Parker, Genell - B50943 - ICF INCORPORATED
- VA - Pham, Long - B53521 - ICF INCORPORATED
- VA - Price, Kelly Margaret - B50938 - ICF INCORPORATED
- VA - Richmond, Kristen - B50945 - ICF INCORPORATED
- VA - Slesinger, Jennifer - B50947 - ICF INCORPORATED

**Available Users:**

- VA - Hultman, Susan - B50942 - ICF INCORPORATED
- VA - Sama, Christopher - B50950 - ICF INCORPORATED
- VA - Yohannes, Hamelmal Germamo - B50944 - ICF INCORPORATED

**Buttons:**

- << Assign**
- Remove >>**
- Save Changes**
- Cancel**

# Grantee Administrator Role: Certifying Grantee Users

Login ID: B50941  
Role: Grantee Admin

**Admin**

- [Grantee User Admin](#)
- [Certify Grantee Users](#)
- [Add Monitoring/Audit/TA](#)
- [View All Monitoring/Audit/TA](#)
- [Search Monitoring/Audit/TA](#)
- [Search Event Topics](#)

**Utilities**

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

**Links**

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

**Admin**

**Certify Grantee Users**

[Help?](#)

**Certified Users:**

- VA-Gargoum, Jazmin-B50952
- VA-Manuel, Lisa-B50951
- VA-Murray, Amy-B51076
- VA-Murtaza, Farouq-B50949
- VA-Parker, Genell-B50943
- VA-Pham, Long-B53521
- VA-Price, Kelly Margaret-B50938
- VA-Richmond, Kristen-B50945
- VA-Slesinger, Jennifer-B50947

[Save Changes](#) [Cancel](#)

[<<Certify](#)

[Decertify>>](#)

**Users with Expiring Certifications:**

- VA-Hultman, Susan-B50942

[Inactivate User](#)

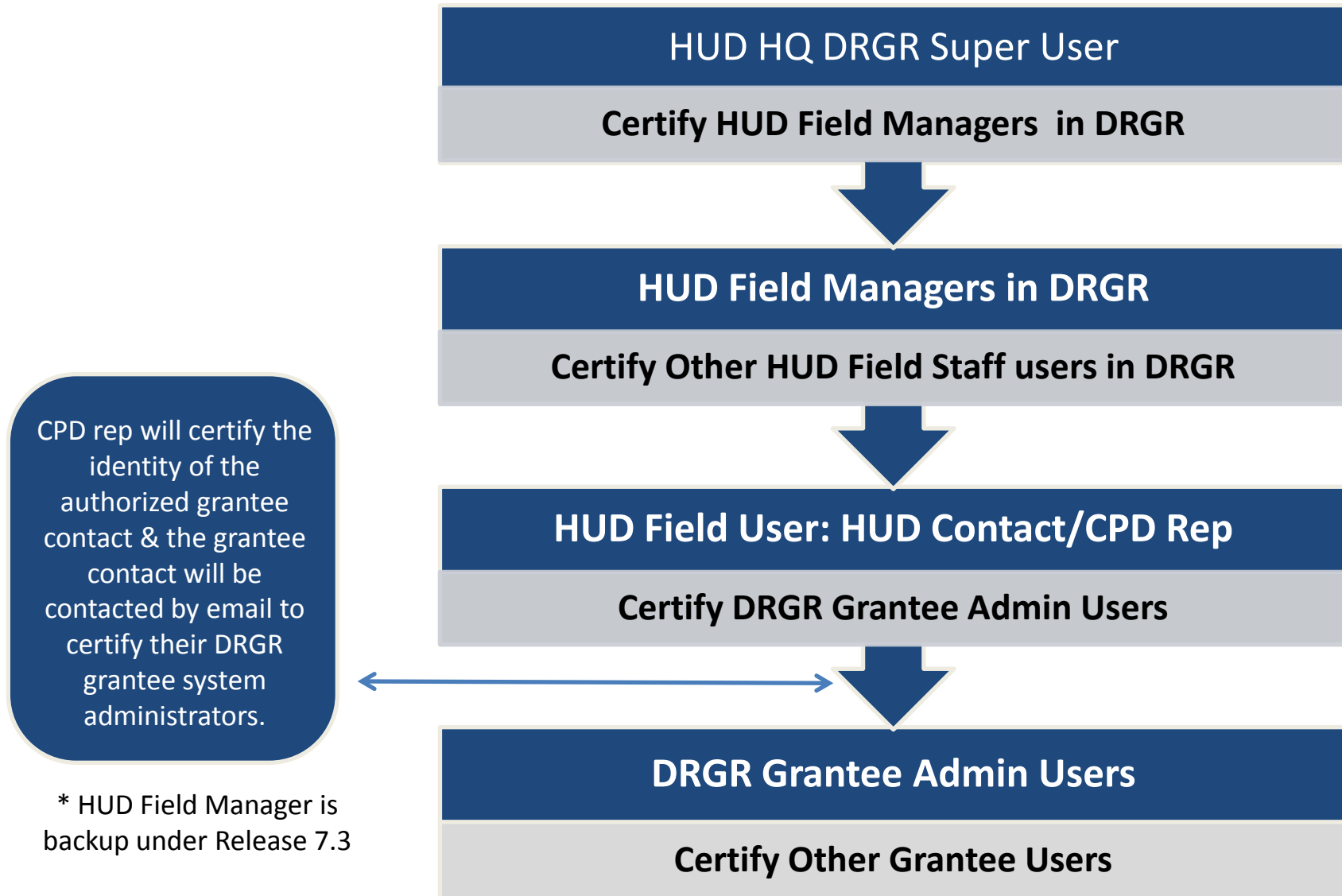
[Activate User](#)

**Users inactivated due to Expired Certifications:**

- VA-Sarma, Christopher-B50950
- VA-Yohannes, Hamelmal Germamo-B50944

- Re-certifications required each 6 months
- Expiring Notice – Only in Login Alert to User
- Status shows in Admin Rept in Microstrategy

# Hierarchy of User Certification



# DRGR Roles: HUD

## **Basic roles are:**

- Regular HUD User
- HUD – View Only

## **Additional Roles:**

- HUD – Approve Draw
- CPD Rep Assigned to a Grant
- CPD Field Manager (for User Certification)
- HHQ Admin/Super Users

## DRGR Roles: HUD

	Basic Roles		Additional Roles		
	Regular HUD User	HUD - View Only	HUD Field Manager	HUD Contact Assigned to Grant	HUD – Approve Draw
Certify Grantee Admin Users			✓	✓	
Certify HUD Field Office Users			✓		
View Action Plans	✓	✓	✓	✓	✓
Review Action Plans	✓		✓	✓	✓
Search/View Vouchers	✓	✓	✓	✓	✓
Approve Vouchers over Threshold					✓
Block Activities from Drawdowns				✓	
View Receipts	✓	✓	✓	✓	✓
View Program Income Accounts	✓	✓	✓	✓	✓
View QPRs	✓	✓	✓	✓	✓
Approve QPRs	✓		✓	✓	✓
View Microstrategy reports	✓	✓	✓	✓	✓

# Assigning Users to a Grant

## 3 Helpful Reports:

- Admin Rept04a: USERS - Grantee DRGR Users Account Status
- Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status
- Admin Rept04c: USERS - Grantee DRGR Users Access by Grant

# Troubleshooting: System Roles in DRGR (Admin Rept04b)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept04: USERS - Grantee DRGR Users with System Role and Certification Status

File View Data Format Corporate

State: Louisiana Grantee: State of Louisiana

DATA rows: 24 Data columns: 0

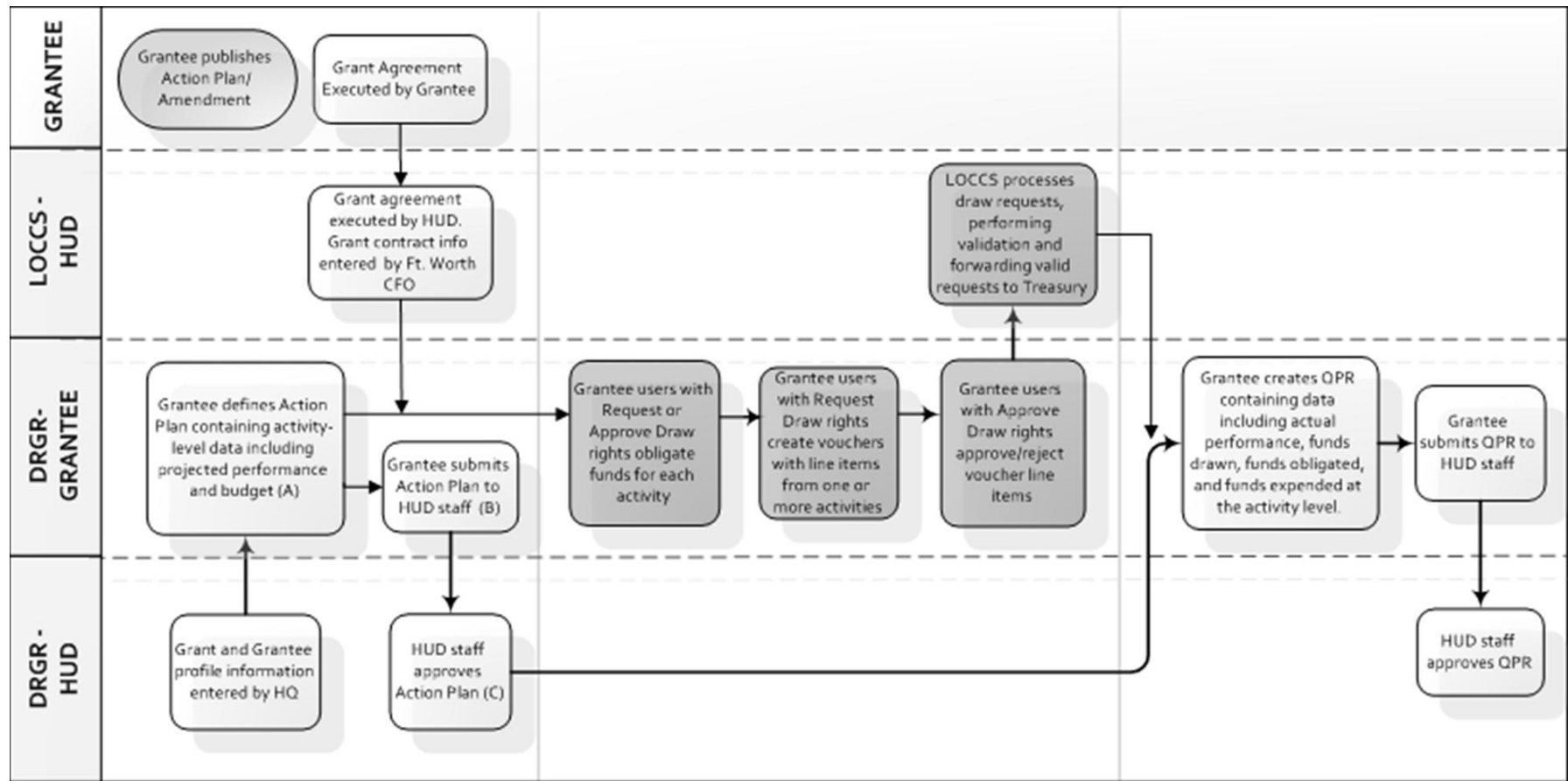
User Name	User ID	User Email	Account Status	Recertification Status	Recertification Date	Recertification Approver	System Role
Judith Morris	B50465		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
Belinda Olivier	C14638		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
John Pearce	B52806		Active	Recertified	12/30/2010	B00893	GU Grantee User
Avia Quebedeaux	B00176		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_R Drawdown Request User
Brian Roberts	B50512		Active	Recertified	12/30/2010	B00893	GU Grantee User
Joseph Rossman	B52805		Active	Recertified	12/30/2010	B00893	GU Grantee User
Anthony Sanchez	B52470		Active	Expired	12/30/2010	B00893	GU Grantee User
Tracy Simmons	B52596		Active	Recertified	12/30/2010	B00893	GU Grantee User



# DRGR Navigation Rules

- Navigate using DRGR Links, rather than your browser's.
- Never use your browser's BACK button.
- Logout using the Logout link in Utilities – don't just close the window.
- Save early, save often! System times-out after 20 minutes.
- If you want to copy/paste text into DRGR, do so from Notepad, not Word or WordPad.

# Major Grant Processes in DRGR



**GRANT & ACTIVITY  
SETUP / FUNDING**

**ACTIVITY OBLIGATION  
& DRAWDOWN**

**REPORTING**

# Action Plan and QPR Review Process

**Grantee**

**HUD**

**DRAFT**

*Original in Progress*

*Submitted-  
Await for Review*

**REJECT**

*Rejected – Await for  
Modification*

AP MUST be in  
'Reviewed and  
Approved'  
status for QPR  
submission

**EDIT**

*Modified-Resubmit  
When Ready*

*Submitted-  
Await for Review*

**APPROVE**

*Reviewed and  
Approved*

**DRAFT**

*Original in Progress*

*Submitted-  
Await for Review*

**REJECT**

*Rejected – Await for  
Modification*

QPR MUST be in  
'Reviewed and  
Approved'  
status for AP  
submission

**EDIT**

*Modified-Resubmit  
When Ready*

*Submitted-  
Await for Review*

**APPROVE**

*Reviewed and  
Approved*

**Action  
Plan**

**QPR**

# Action Plan Module

Adding the Action Plan

Adding Projects

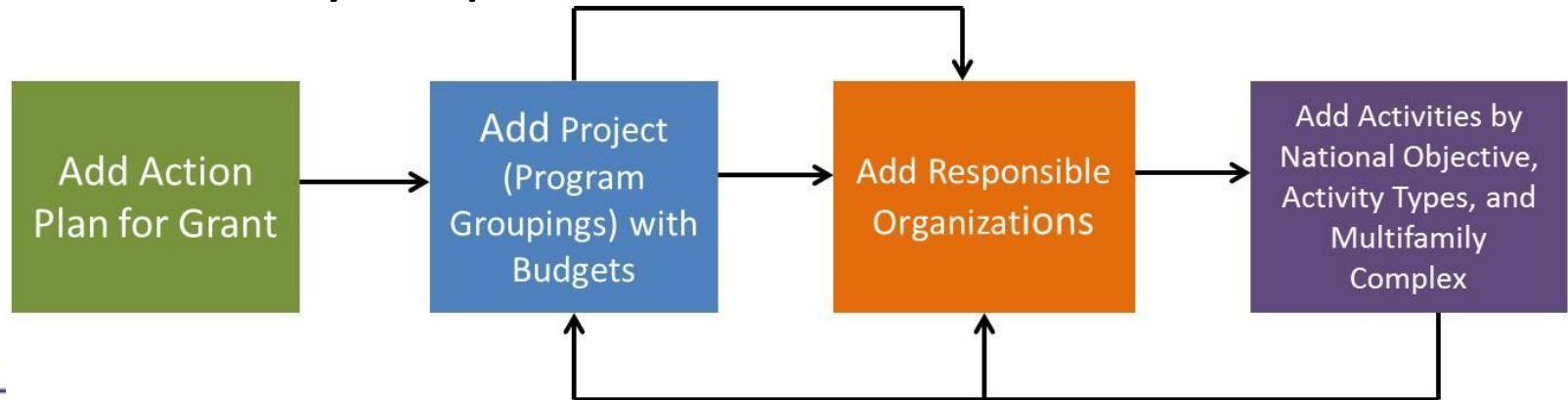
Adding Activities

Adding Responsible Organizations

Submitting the Action Plan



# Action Plan: Key Steps



Login ID:  
Role: Grantee Admin

## Action Plans

### Edit Action Plan

**Action Plan**  
- [View All](#)  
- [View Action Plan](#)  
- [Download Action Plan](#)

**Projects**  
- [Add Project](#)  
- [Search/Edit Project](#)

**Responsible Organization**  
- [Add](#)  
- [Search](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Logout](#)  
- [Reports](#)

**Grant Number:**  
[R-I1-XX-XX-0001](#)

**Grant Amount:**  
\$1,900,000.00

- [Funding Sources](#)
- [1. Capacity of the Applicant and Relevant Organizational Experience](#)
- [2. Need and Extent of the Problem](#)
- [3. Soundness of Approach](#)
- [4. Leveraging Resources](#)
- [5. Achieving Results, Program Evaluation and HUD's Policy Priorities](#)

[Add Activity](#)

[Save](#)

[Submit Action Plan](#)

[Cancel](#)

<b>Grant Amount:</b>	\$1,900,000.00
<b>Estimated PI/RL Funds:</b>	\$700.00
<b>Total Budget:</b>	\$1,900,700.00

# Action Plan

- Purpose
  - Creates foundation and structure for reporting accurately
  - Helps grantees identify the data required to set up budgets and performance goals
- Key Actions to an Action Plan
  - Add the Action Plan
  - Confirm Grant Number
  - Add the Overall Narrative data
  - Add and edit information on ‘projects’
  - Add and edit information on ‘activities’
    - Responsible Organizations
    - Narratives & Key Features (i.e. National Objective)
    - Budgets
    - Performance Measures
  - Submit to HUD for Review and Approval

# Cannot edit Action Plan if ...

- Action Plan has status of 'Submitted – Await for Review'
- QPR has status of 'Submitted – Await for Review'
- Grantee is not assigned to the grant
- Grant is not active
- User has View Only

# Action Plan status examples

<a href="#">Admin</a>	Action Plans	<a href="#">Drawdown</a>	<a href="#">QPR</a>	<a href="#">Reports</a>	<a href="#">Grantee</a>	<a href="#">Grants</a>
Action Plans						
<a href="#">State</a>	<a href="#">Grantee Name</a>	<a href="#">Grant Number</a>	<a href="#">Grant Status</a>	<a href="#">Action Plan Status</a>	<a href="#">QPR</a>	
ND	<a href="#">Cass County, ND</a>	<a href="#">B-97-NU-38-0001</a>	Close	<a href="#">Submitted - Await for Review</a>	<a href="#">View QPRs</a>	
IN	<a href="#">Evansville, IN</a>	<a href="#">B-08-MN-18-0003</a>	Active	<a href="#">Rejected - Await for Modification</a>	<a href="#">View QPRs</a>	
GA	<a href="#">Fulton County, GA</a>	<a href="#">B-08-UN-13-0004</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">View QPRs</a>	
FL	<a href="#">West Palm Beach, FL</a>	<a href="#">B-08-MN-12-0030</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">View QPRs</a>	



# Adding an AP to a Grant

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

Login ID: MITCGR  
Role: Grantee Admin

**Action Plan**  
- [View All](#)

**Projects**  
- [Add](#)  
- [Search](#)

**Responsible Organization**  
- [Add](#)  
- [Search](#)

**Utilities**  
- [Print Page](#)  
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**Links**  
- [PDF Viewer](#)  
- [Support](#)  
- [CPD Home](#)  
- [HUD Home](#)

**Admin** **Action Plans**

## Action Plans

**View All Action Plans**

1 Page 2 >

<a href="#">State</a>	<a href="#">Grantee Name</a>	<a href="#">Grant Number</a>	<a href="#">Grant Status</a>	<a href="#">Action Plan Status</a>	<a href="#">QPR</a>
FL	State of Florida	<a href="#">B-05-DJ-12-0001</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>
FL	State of Florida	<a href="#">B-06-DG-12-0001</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Add/Edit QPRs</a>
FL	State of Florida	<a href="#">B-06-DG-12-0002</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Add/Edit QPRs</a>
FL	State of Florida	<a href="#">B-08-DI-12-0001</a>	Active	<a href="#">Over Due</a>	

**'Over Due' simply means an Action Plan has not yet been added for this grant.**

# Adding an AP to a Grant

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

Login ID:MITCGR  
Role:Grantee Admin

Action Plan

- [View All](#)

Projects

- [Add](#)  
- [Search](#)

Utilities

- [Print Page](#)  
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Links

- [PDF Viewer](#)  
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[Admin](#)[Action Plans](#)[Drawdown](#)[QPR](#)[Reports](#)

Action Plans

Add Action Plan - Page 1

[Help?](#)

Please confirm that you want to Add an Action Plan for the Grant listed below.

Grant Number	Grant Description	Grant Amount
<a href="#">B-08-DI-12-0001</a>		\$6,467,456.00

Confirm Grant

 | 

Select New Grant

Role: Grantee Administrator

26

**Action Plan**

- [View All](#)
- [View Action Plan](#)
- [Download Action Plan](#)

**Projects**

- [Add Project](#)
- [Search/Edit Project](#)

**Responsible Organization**

- [Add](#)
- [Search](#)

**Utilities**

- [Print Page](#)
- [Profile](#)
- [Help](#)

**Edit Action Plan****Grant Number:**[B-08-DI-12-0001](#)- [Funding Sources](#)- [Disaster Damage](#)- [Recovery Needs](#)**Grant Amount:**

\$107,958,038.00

[Add Activity](#)[Save](#)[Submit Action Plan](#)[Cancel](#)**Grant Amount:**


\$107,958,038.00

**Estimated PI/RL Funds:**

\$107,958,038.00

**Total Budget:**

\$215,916,076.00

**Note:** Click  to drill down activities.**Project #**

NSP 001



NSP 002



NSP 003

**Project Title**

NSP State Administration

Jackson Housing Program

Homebuyer Assistance Program

**Project Budget**

\$3,767,102.50

\$15,048,827.46

\$18,476,677.00

**Activity Number**[N180709025HB01 A](#)[N180709025HB01 B](#)[N180709025HB01 C](#)**Activity Type**

Acquisition - general

Acquisition - general

Rehabilitation/reconstruction of  
residential structures**Activity Budget**

\$15,052,984.00

\$2,719,744.00

\$703,949.00



NSP 004

Multi-family Program

\$5,962,561.75

# Add other funding sources and community narratives

Funding Source Name	Funding Type
<input type="text"/>	Select Option
<input type="button" value="Add Additional Funding Source"/>	Select Option
	Business Investment
	City Funds
	County Funds
	Do not select this item.
	FEMA (Move to FEMA Public Assistance or FEMA Mitig
	FEMA Mitigation
	FEMA Public Assistance
	Financial Institution Money
	Other Federal Funds
	Other Local Government Funds
	Other Private Funds
	Personal Funds
	Program Income
	Revolving Loan
	SBA
	State Funds
	Tribal Funds

**Disaster Damage:**

Tropical Storm Fay impacted the State from August 18, 2008 through August 27, 2008. Go  
Federal aid to supplement state and local response efforts due to the emergency conditio  
other states suffered greater loss due to storms in 2008, many of Florida's counties were  
assistance was made available to Alachua, Baker, Bradford, Brevard, Charlotte, Clay, Col  
Leon, Liberty, Madison, Marion, Martin, Nassau, Okeechobee, Orange, Polk, Seminole, St  
Mitigation assistance was also made available to state and local governments and certain  
disaster-damaged public facilities in Alachua, Baker, Bradford, Brevard, Calhoun, Clay, Co  
Hardee, Hendry, Highlands, Jefferson, Lake, Lee, Leon, Liberty, Manatee, Marion, Martin,  
Sarasota, Seminole, St. Johns, St. Lucie, Suwannee, Taylor, Union, Volusia, and Wakulla  
grant funds. Hurricane Ike, which impacted the State on September 5, 2008, resulted in  
damage to public facilities, infrastructure, and homes. Federal aid was made available to  
the emergency conditions. The disaster declaration covered Monroe County. Hurricane Gu  
September 7, 2008, resulted in Governor Crist and the President declaring a disaster due  
counties received FEMA public assistance (Bay, Escambia, Franklin, Gulf, Okaloosa and Sa  
Mitigation grant funds.

**B I** |

**Recovery Needs:**

Applications from eligible recipients, representing unmet needs in jurisdictions impacted by the 2008 storms, will be considered the State's overall plan for recovery. The State understands that local communities are in the best position to develop recovery plans for their jurisdiction and believes that it is in the best interest of communities for the State to allow subgrantees to undertake activities that will address their special needs as long as they are implemented within the parameters of this Action Plan and related rules and regulations. Communities will demonstrate due diligence in attempting to address affordable rental housing projects. Communities may make repairs and improvements that will mitigate future damage from similar disasters. How Funds Will Address Florida's Unmet Needs Federal requirements clearly state that the funds can be used only for disaster relief and long-term recovery, and mitigation in communities affected by the specified disasters. Funds will be directed to areas with the greatest need. Counties would apply for funding, unless the county designates a municipality that received the greatest damages. Award recipients cannot use this disaster assistance for a project or activity that was underway prior to the Presidential disaster declaration, with the specified time period in the appropriations act, unless the disaster directly impacted the project. Elements of activities that are reimbursable by FEMA or available through the Small Business Administration (SBA)

# Adding 'projects'

- PROJECTS are usually by major ACTIVITY TYPE categories listed in the published plan:
  - Housing
  - Economic Development
  - Infrastructure / Public Facilities
  - Administration
- For state grantees, the projects are often the Method of Distribution (MOD) categories

# Adding Projects: Examples

## Housing

City A – Affordable Rental Housing

City A – Single Family Rehab

City B – Single Family Rehab

...

## Infrastructure/ Public Facilities

City A – Sewer Project in Nhbd X

City A – Road Project in Nbhd X

City C – Water Project in Nbhd Y

...

## Administration

State Admin

# Special Project: Restricted Balance

- If activities are in a Restricted Balance project, drawdowns CANNOT be made on them until they are moved to other projects.
- Grantees must work with CPD Representatives to figure out why draws are restricted.

## Project

### Edit Project

Financial Data	
Grant Amount:	\$5,058,185,000.00
Estimated PI/RLF Funding:	\$2,815.66
Total Project Budget Amount:	\$1,454,799,837.08
Available for Project Budget:	\$0.00
Total Amount Budgeted to Activities in this Project: \$1,376,481,583.08	

\* Grant #:

B-06-DG-28-0001

\* Project #:

0030

\* Project Title:

Economic Development

\* Description:

Economic Development

\* Project Budget Amount:

\$1,454,799,837.08

☒ Revolving Loans



# Adding Activities: Overview

- Activities should be broken out, at a minimum, by:
  - responsible organization
  - activity type
  - national objective and
  - multifamily building complex(if applicable) .
- Must use correct National Objective
  - Low/Mod/Middle Income Housing (DRGR=LMMI)
  - Low Income Housing 25% Set-aside (DRGR=LH25)
  - Admin (DRGR=NA)
- All funds are drawn and all performance measures captured at the activity level.

# Adding 'Activities': Responsible Organizations

- Required at Activity Level
- Defined as an organization with responsibility for completing the activity and meeting applicable federal requirements
  - Subrecipients are always responsible organizations
  - Developers in NSP are usually responsible organizations
  - Contractors are not responsible organizations
- Double-check all required data is provided
- Optional:
  - Responsible Org at Project Level
  - Subordinate Organizations

# Adding 'Activities': Responsible Organizations

Only add a Responsible Organization once in DRGR.

Login ID:T001GA  
Role:Grantee Admin

Action Plan  
- [View All](#)

Projects  
- [Add](#)  
- [Search](#)

Responsible Organization  
- [Add](#)  
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Links  
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- [HUD Home](#)

[Admin](#)[Action Plans](#)[Drawdown](#)[QPR](#)

Responsible Organization

Add Organization

Save | Cancel

\* Indicates required field

Profile

\*Organization Name:

\*Organization Type:

-- Select --

\*DUNS #:

Ext:

\*EIN/TIN #:

Address Line 1:

Address Line 2:

Address Line 3:

(ex: Division of Housing)

\*City:

\*State/Territory:

-- Select --

Zip Code:

-

Contact Information

First Name:

Middle Initial:

Last Name:

Title:

Email:

Address:

City:

State:

-- Select --

Zip Code:

-

Telephone:

Ext:

Save | Cancel

35

# Adding Activities: Select Responsible Organization (Page 2)

## Action Plans

### Edit Activity - Page 2

[Help?](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

**Grant Number:**  
B-08-DN-99-0013

**View Existing Activities:**

Select Option

[View Activity Details](#)

- [Responsible Organization](#)
- [Location Description](#)
- [Activity Description](#)

**Activity Type:**

Rehabilitation/reconstruction of residential structures

Organization carrying out activity

**Is this activity being carried out by the grantee?:**

Either directly and/or through contractors

☒ No ☐ Yes

**Activity is being carried out by the grantee through**

-- Select --

**\* Name of the Primary Responsible Organization Carrying out activity:**

Denver Affordable Housing

[Select](#)[Replace](#)

**Proposed budgets for Organizations carrying out activity :**

Select

[Organization Name](#)

[Organization Type](#)

[Proposed Budget](#)

☐

Denver Affordable Housing

Non-Profit

\$ 500,000.00

[Add](#)[Replace](#)

# Adding Responsible Organization: Subordinate Organizations (optional)

**Action Plans**

**Edit Activity - Page 2** [Help?](#)

Edit Previous Screen | Save Activity | Cancel |

---

**Grant Number:**  
B-08-DN-99-0013

**View Existing Activities:**  
Select Option

View Activity Details

- Responsible Organization  
- Location Description  
- Activity Description

**Activity Type:**  
Rehabilitation/reconstruction of residential structures

Organization carrying out activity  
**Is this activity being carried out by the grantee?:**  
Either directly and/or through contractors  
☒ No ☐ Yes

**Activity is being carried out by the grantee through**  
-- Select --

**\* Name of the Primary Responsible Organization Carrying out activity:**  
Denver Affordable Housing  
Select Replace

**Proposed budgets for Organizations carrying out activity :**

Select	<a>Organization Name</a>	<a>Organization Type</a>	<a>Proposed Budget</a>
<input type="checkbox"/>	Denver Affordable Housing	Non-Profit	\$ 500,000.00
<input type="checkbox"/>	Housing for the People	Non-Profit	\$ 0.00

Add Delete Replace

# Adding Responsible Organizations (Admin Rept05a)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout							
Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept05a: ADMIN - Responsible Organization List							
File View Data Format Corporate Last update: 5/10/11 9:38:11 AM							
PAGE-BY: Grantee State: Arizona Grantee: Chicanos Por La Causa, Inc. ? X							
Responsible Organization ^	DUNS # ^	TIN # ^	Address 1 ^	Address 2 ^	Org City ^	Org State ^	Org Zip ^
Affordable Homes of South Texas, Inc.				0	McAllen	TX	78501
Chicanos Por La Causa, Inc.				0	Phoenix	AZ	85034
Community Development Corporation of Brownsville				0	Brownsville	TX	78520
Community Housing Improvement Systems & Planning Associations				Suite #100	Salinas	CA	93901
Community Resources & Housing Development Corporation				Suite 200	Westminster	CO	80030
Del Norte Neighborhood Development Corporation				Suite #202	Denver	CO	80211
El Paso Affordable Housing CUSO				Suite #A	El Paso	TX	79925
Mi Casa Inc.				Suite 2	Washington	DC	20011
New Economics For Women				0	Los Angeles	CA	90017
Norris Square Civic Association				0	Philadelphia	PA	19122
The Resurrection Project				0	Chicago	IL	60608
Tierra del Sol Housing Corporation				Suite 3 C & D	Anthony	NM	88021
YES Housing, Inc.				0	Albuquerque	NM	87102

# Adding Activities

## Action Plans

### Edit Action Plan

**Grant Number:**

[B-08-DN-99-0013](#)

**Grant Amount:**

\$10,000,000.00

- [Funding Sources](#)
- [Areas of Greatest Need](#)
- [Distribution and and Uses of Funds](#)
- [Definitions and Descriptions](#)
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)

Add Activity

Save

Submit Action Plan

Cancel

**Note: Click Activity Number to Edit.**

**Grantee Activity Number**

[NSP1-01 LB](#)

**Activity Type**

Land Banking - Acquisition (NSP Only)

# Adding Activities (Page 1)

**Login ID:**MITCGR  
**Role:**Grantee

**Action Plan**  
- [View All](#)

**Projects**  
- [Add Project](#)  
- [Search/Edit Project](#)

**Responsible Organization**  
- [Add](#)  
- [Search](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Logout](#)  
- [Reports](#)

**Links**  
- [PDF Viewer](#)  
- [Support](#)  
- [CPD Home](#)  
- [HUD Home](#)

## Action Plans

### Edit Activity - Page 1

[Help?](#)

\*Indicates Required Field

[Continue to Next Screen](#)[Save Activity](#)[Cancel](#)**Grant Number:**

B-08-DN-28-0001

**View Existing Activities:**

Select Option

[View Activity Details](#)**\*Activity Type:**

Rehabilitation/reconstruction of residential structures

**Block Drawdown:**

☐ Blocked by Grantee ☐ Blocked/Restricted by HUD

**\*National Objective:**

NSP Only - LH - 25% Set-Aside

**\*Total Budget:**

\$ 5,202,741.00 (ex: 999,999.99)

**\*Grantee Activity Number:**

N180709018USM01 B

**\*Projected Start Date:**

03/16/2009

[Select Date](#) (ex: mm/dd/yyyy)

**\*Projected End Date:**

03/15/2013

[Select Date](#) (ex: mm/dd/yyyy)

**Activity Title:**

University of Southern Mississippi

**\*Activity Status:**

Under Way

**\* Project # / Project Title:**

NSP 002 / Jackson Housing Program

[Select Project](#)**Environmental Assessment:**

COMPLETED

**Adjust Project Budget:**

☒ No ☐ Yes

Boxes will be checked if activity is blocked for drawdowns.

Click here to assign activity to a project.



# Adding Activities: Select Project Screen

## Project

### Search for Projects

[Help?](#)

Search Criteria

Project #:

Project Title:

Search

Reset

Results Page 1 of 1 (4 projects found)

<u>Grantee</u>	<u>Project #</u>	<u>Project Title</u>	<u>Grant #</u>	<u>Project Budget Amount</u>	<u>Disbursed Amount</u>	<u>Project Status</u>	<u>Select</u>
Denver1, CO	NSP1-02-AR	Acquisition/Rehabilitation	B-08-DN-99-0013	\$7,000,000.00	\$1,635,000.00	Open	<input type="radio"/>
Denver1, CO	NSP1-01 LB	Land Bank	B-08-DN-99-0013	\$2,000,000.00	\$1,010,000.00	Open	<input type="radio"/>
Denver1, CO	NSP1-03-RE	Redevelopment	B-08-DN-99-0013	\$1,000,000.00	\$ .00	Open	<input type="radio"/>
Denver1, CO	9999	Restricted Balance	B-08-DN-99-0013	\$0.00		Open	<input type="radio"/>

Select Project

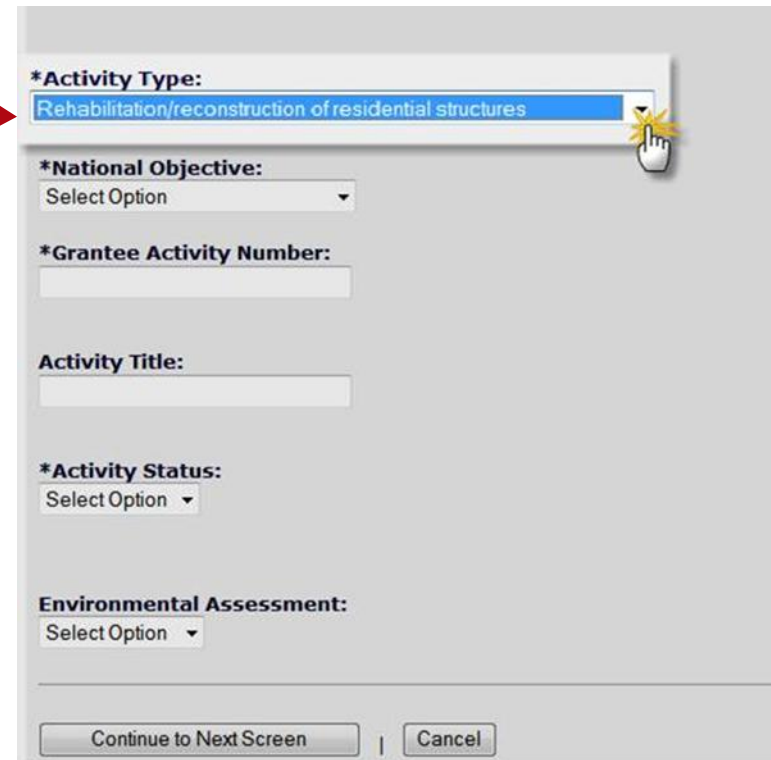
Cancel

# Adding Activities: Example of Naming Conventions

Project #	Project Title	Grantee Activity #	Activity Title
300	Administration	<a href="#">01-300 CPLC National Admin</a>	<a href="#">CPLC National Admin</a>
		<a href="#">11-300 CPLC AZ Admin</a>	<a href="#">CPLC AZ Admin</a>
		<a href="#">21-300 NEW Admin</a>	<a href="#">NEW Admin</a>
		<a href="#">22-300 CHISPA Admin</a>	<a href="#">CHISPA Admin</a>
		<a href="#">31-300 CRHDC Admin</a>	<a href="#">CRHDC Admin</a>
		<a href="#">33-300 DelNorte Admin</a>	<a href="#">DelNorte Admin</a>
		<a href="#">34-300 CDCB Admin</a>	<a href="#">CDCB Admin</a>
		<a href="#">41-300 TRP Admin</a>	<a href="#">TRP Admin</a>
		<a href="#">51-300 TDS Admin</a>	<a href="#">TDS Admin</a>
		<a href="#">52-300 YES Admin</a>	<a href="#">YES Admin</a>
		<a href="#">61-300 Norris Admin</a>	<a href="#">Norris Admin</a>
		<a href="#">72-300 AHSTI Admin</a>	<a href="#">AHSTI Admin</a>
		<a href="#">73-300 EPCUSO Admin</a>	<a href="#">EPCUSO Admin</a>
		<a href="#">81-300 MiCasa Admin</a>	<a href="#">MiCasa Admin</a>
310	Financing	<a href="#">11-310 CPLC Financing LMMI</a>	<a href="#">CPLC Financing LMMI</a>
		<a href="#">21-310 NEW Financing LMMI</a>	<a href="#">NEW Financing LMMI</a>
		<a href="#">31-310 CRHDC Financing LH25</a>	<a href="#">CRHDC Financing LH25</a>
		<a href="#">31-310 CRHDC Financing LMMI</a>	<a href="#">CRHDC Financing LMMI</a>
		<a href="#">33-310 DelNorte Financing LH25</a>	<a href="#">DelNorte Financing LH25</a>
		<a href="#">33-310 DelNorte Financing LMMI</a>	<a href="#">DelNorte Financing LMMI</a>

# Adding Activities: Proposed Performance Measures (Page 2)

- Detailed information is required for performance measures.
- Activity Type selected on Page 1 directly ties to the Benefit type a grantee selects and to the proposed measures a grantee may choose from.
- Two Steps:
  1. Enter proposed beneficiary data (Area Benefit or Direct Benefit)
  2. Enter proposed accomplishment data



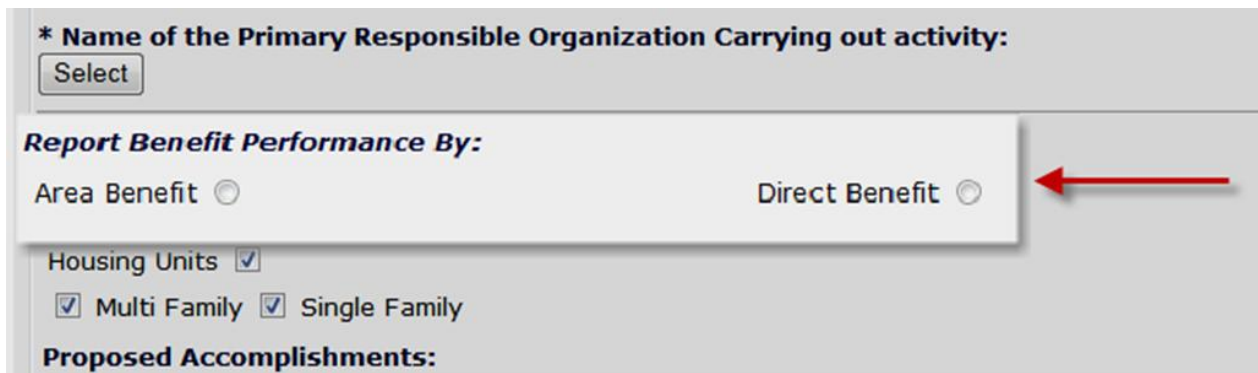
The screenshot shows a web form for adding activities. The form includes the following fields:

- \*Activity Type:** A dropdown menu with the selected option "Rehabilitation/reconstruction of residential structures". A red arrow points from the text "Activity Type selected on Page 1" to this dropdown.
- \*National Objective:** A dropdown menu with the selected option "Select Option".
- \*Grantee Activity Number:** A text input field.
- Activity Title:** A text input field.
- \*Activity Status:** A dropdown menu with the selected option "Select Option".
- Environmental Assessment:** A dropdown menu with the selected option "Select Option".

At the bottom of the form, there are two buttons: "Continue to Next Screen" and "Cancel".

## Activity Type: Area Benefit v Direct Benefit

- Direct and area benefit options will mainly affect the type of beneficiary data that will be entered by grantees for their activities.
- For most housing and economic development, 'Direct Benefit' will be selected.
- For most infrastructure and public facilities, 'Area Benefit' will be selected.



\* Name of the Primary Responsible Organization Carrying out activity:

**Report Benefit Performance By:**

Area Benefit ☐ Direct Benefit ☐

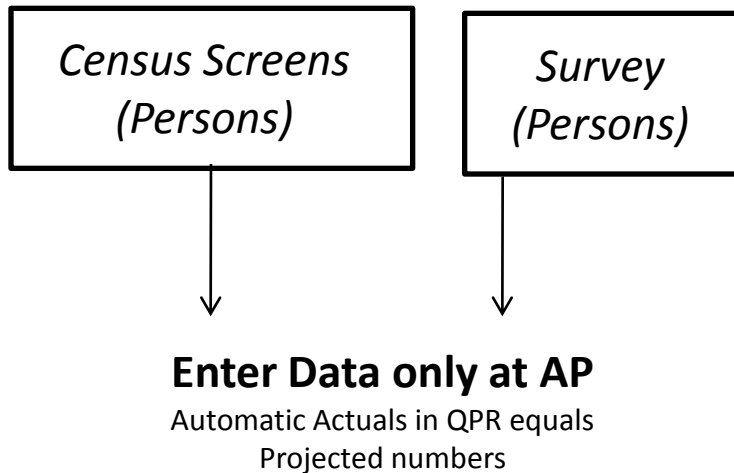
Housing Units ☒

☒ Multi Family ☒ Single Family

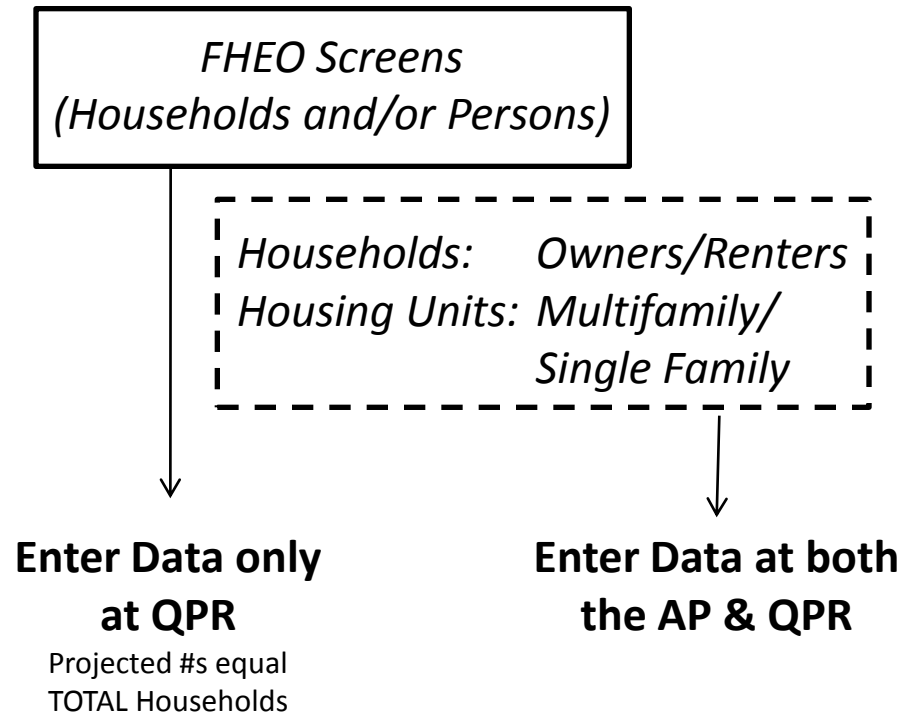
**Proposed Accomplishments:**

# Proposed vs Actual: Performance Measures

## Area Benefit



## Direct Benefit



# Activity Type: Area Benefit v Direct Benefit

Activity Type	Benefit Type		Tenure		Property Type	
	Area	Direct	Rent	Own	Single-Family	Multi-Family
Acquisition - general	X	X	X	X	X	X
Acquisition, construction, reconstruction of public facilities	X	X				
Administration						
Capacity building for nonprofit or public entities	X					
Clearance and Demolition	X	X			X	X
Construction of new housing		X	X	X	X	X
Construction/reconstruction of streets	X					
Disposition	X				X	X
Homeownership Assistance to low- and moderate-income		X		X	X	X
Land Banking - Acquisition (NSP Only)	X				X	X
Land Banking - Disposition (NSP Only)	X				X	X
Planning	X					
Public services		X				
Rehabilitation/reconstruction of a public improvement	X					
Rehabilitation/reconstruction of other non-residential	X					
Rehabilitation/reconstruction of public facilities	X					
Rehabilitation/reconstruction of a residential structures		X	X	X	X	X
Relocation payments and assistance		X	X	X		

# Activity Type: Area Benefit Data/Census

**Select the  
Activity Type**



Area Benefit

Census

OR

Survey  
Method

Census  
Data is  
Optional

Step #1 for Area Benefit  
Determine Census or  
Survey Method

# Activity Type: Area Benefit Data/Census

**Select the  
Activity Type**



Area Benefit

Step #2 for Area Benefit  
Determine geographic  
location

Census

'Duplicate Activity'

Jurisdiction-Wide

County Code/County Name  
(in order to choose smaller  
geographic area)



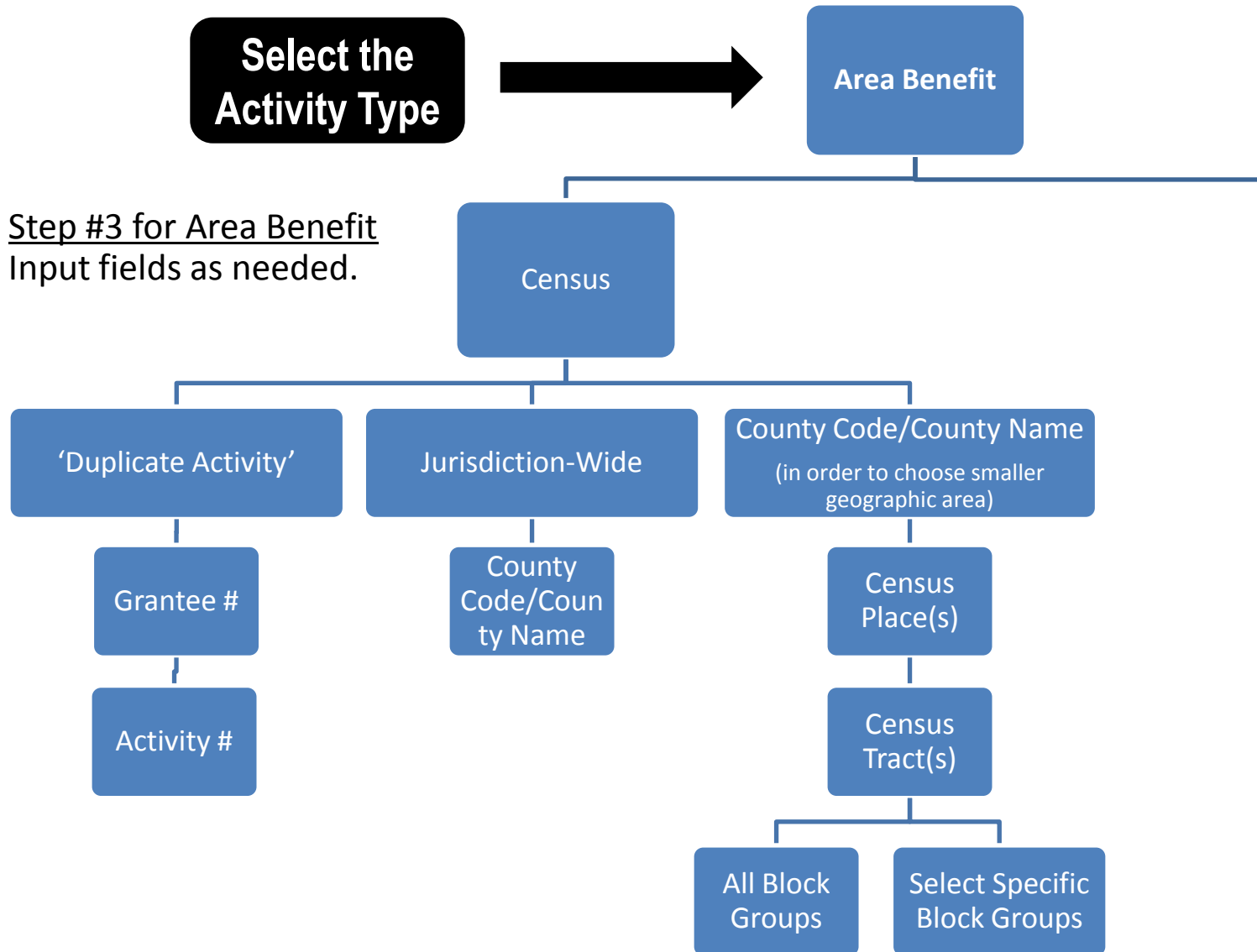
# Activity Type: Area Benefit Data/Census

**Select the  
Activity Type**



**Area Benefit**

Step #3 for Area Benefit  
Input fields as needed.



# Area Benefit: Census - Duplicate Activity

**Action Plans**


**Add Activity - Identify Census Geography 1** [Help?](#)

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

**\*Area Benefit Data**

**Determined By:**

☒ Census ☐ Survey

☒ Duplicate Activity  Grants:  Activities:  [Copy Activity Area](#)

☐ Service Area is City or County-wide

County Code/County Name	Add/Edit Census Tracts	Delete
<input type="text" value="Select Option"/>	<input type="radio"/>	
<a href="#">Add Another</a>	<a href="#">Add/Edit Census Places and Tracts</a>	<a href="#">Delete Counties</a>

# Area Benefit: Census - Jurisdiction-Wide

## Action Plans

### Add Activity - Identify Census Geography 1

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

**\*Area Benefit Data**

**Determined By:**

☒ Census ☐ Survey

☐ Duplicate Activity Grants:  Activities:

☒ Service Area is City or County-wide

**Total Number Low:**  
No data

**Total Number Low/Mod:**  
No data

**Total Population:**  
No data

**% Low/Mod:**  
No data

[Calculate % Low/Mod](#) | [View Details](#)

**LMISD Date:**  
No data

**Data Used For Calculation:**

☒ Capped ☐ Uncapped

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

# Area Benefit: Census Place/Tract/Block Groups

**Action Plans**

**Add Activity - Identify Census Geography 1** [Help?](#)

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

**\*Area Benefit Data**

**Determined By:**  
☒ Census ☐ Survey

☐ Duplicate Activity Grants:  Activities:  [Copy Activity Area](#)

☐ Service Area is City or County-wide

County Code/County Name	Add/Edit Census Tracts	Delete
031 / <input type="text"/>	<input type="radio"/>	
<a href="#">Add Another</a>	<a href="#">Add/Edit Census Places and Tracts</a>	<a href="#">Delete Counties</a>

# Area Benefit: Census Place/Tract

## Action Plans

### Edit Activity - Identify Census Geography 2

[Return to Previous Page](#) | [Cancel](#)

County: 031 /

☐ Select all census places, census tracts, and block groups for this county

**Available Census Place(s):**

**Selected Census Place(s):**

20000-

**Available Census Tract(s):**

20000-000101  
20000-000301  
20000-000302  
20000-000303  
20000-000401  
20000-000402  
20000-000501  
20000-000502  
20000-000600  
20000-000701

**Selected Census Tract(s):**

20000-000102  
20000-000201  
20000-000202

**Total Number Low:**  
No data

**Total Number Low/Mod:**  
No data

**Total Population:**  
No data

**% Low/Mod:**  
No data

[Return to Previous Page](#) | [Cancel](#)

To select the geography boundary by delineating Place/Tract/ Block Area Benefit by Census, User has two options.

Option #1  
Select Place and Tract and calculate % of low/mod.

# Area Benefit: Census Block Groups

## Action Plans

### Edit Activity - Identify Census Geography 3

[Help?](#)

• Successfully calculated % low/mod.

[Return to Previous Page](#)[Cancel](#)

County: 031

#### \*Area Benefit Data

Census Place-Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
20000-000101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000202	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Number Low:  
5381

Total Number Low/Mod:  
9126

Total Population:  
14813

% Low/Mod:  
61.61

LMISD Date:  
09/02/2010

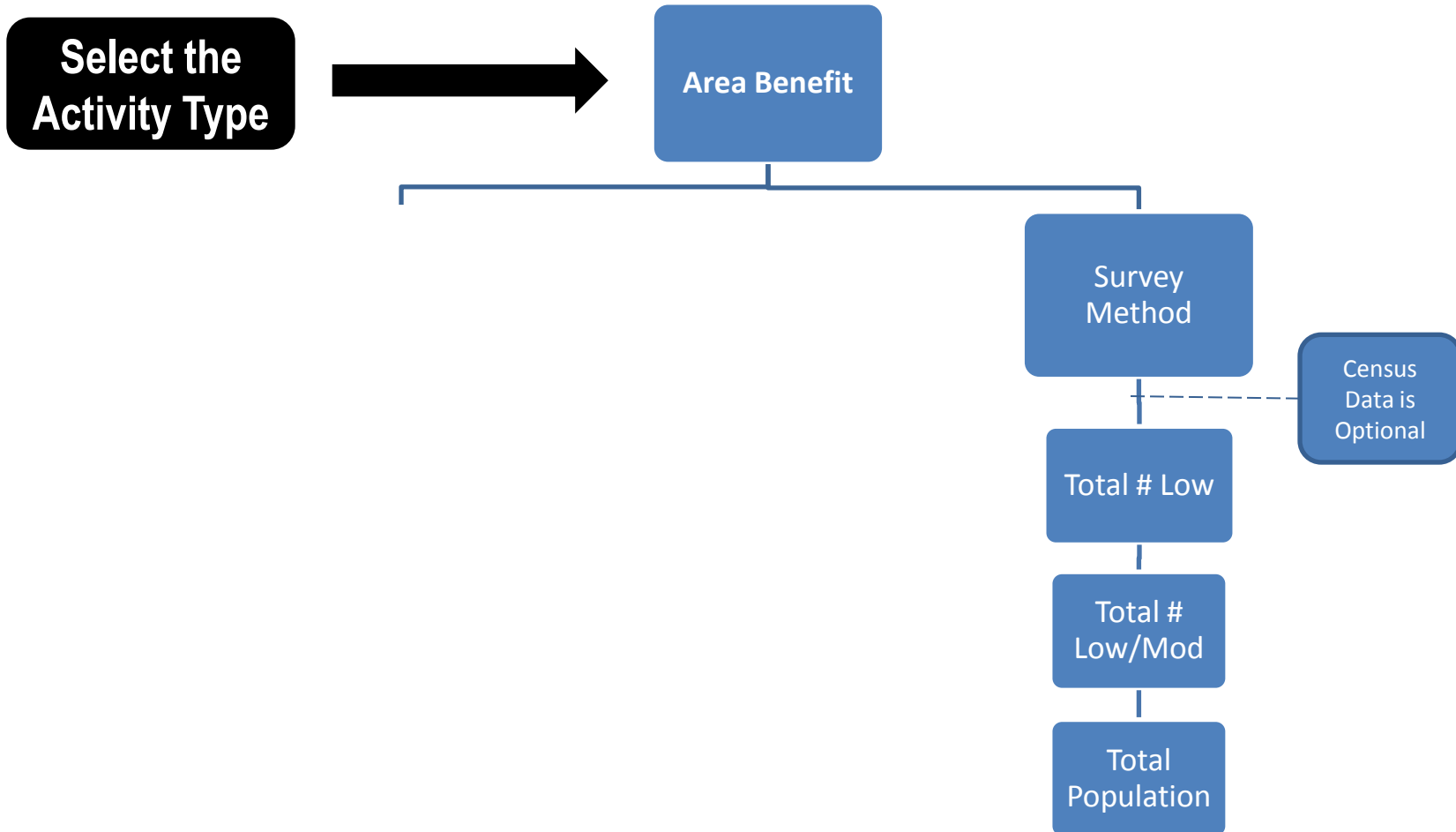
Data Used For Calculation:

☒ Capped ☐ Uncapped

[Calculate % Low/Mod](#)[View Details](#)[Return to Previous Page](#)[Cancel](#)

**Option #2**  
Select Place, Tract  
AND Block group and  
calculate % of  
low/mod.

# Activity Type: Area Benefit Data/Survey



# Area Benefit: Survey Method

## Action Plans

### Edit Activity - Page 2

[Help?](#)**Activity Type:**

Land Banking - Acquisition (NSP Only)

Organization carrying out activity

**Report Benefit Performance By:**☒ Area Benefit☐ Census☒ SurveyHousing Units ☒☒ Multi Family ☒ Single Family**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Properties	10

Performance Measure	Proposed Total
# of Singlefamily Units	10
# of Multifamily Units	0
# of Housing Units	10

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# of Persons	11809	6804	2905

**Location Description:**

Census Tracts 702 and 904

**B** *I* |    **Activity Description:**

The City will use \$2,000,000 to purchase and maintain 10 properties within Census Tracts 702 and 904. Properties will resold to qualified developers for redevelopment into affordable owner occupied housing.

**B** *I* |    

Edit Previous Screen

Save Activity

Cancel

Identify Survey Geography



# Area Benefit: Survey Method

## Action Plans

### Edit Activity - Identify Survey Geography 1

[Help?](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

#### \*Area Benefit Data

##### Determined By:

☐ Census ☒ Survey

Census Data is Optional. You can also provide Location Description in textual format on Page 2


					Block Groups										
State Code	County Code	Census Place	Census Tract	All Block Groups	01	02	03	04	05	06	07	08	09	10	Delete
CO - <input type="text"/>	031 - <input type="text"/>	20000 - <input type="text"/>	000101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-SELECT- ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

[Add Another](#)[Delete C](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

# Activity Type: Direct Benefit

↑ Name of the Primary Responsible Organization Carrying out activity:

**Report Benefit Performance By:**

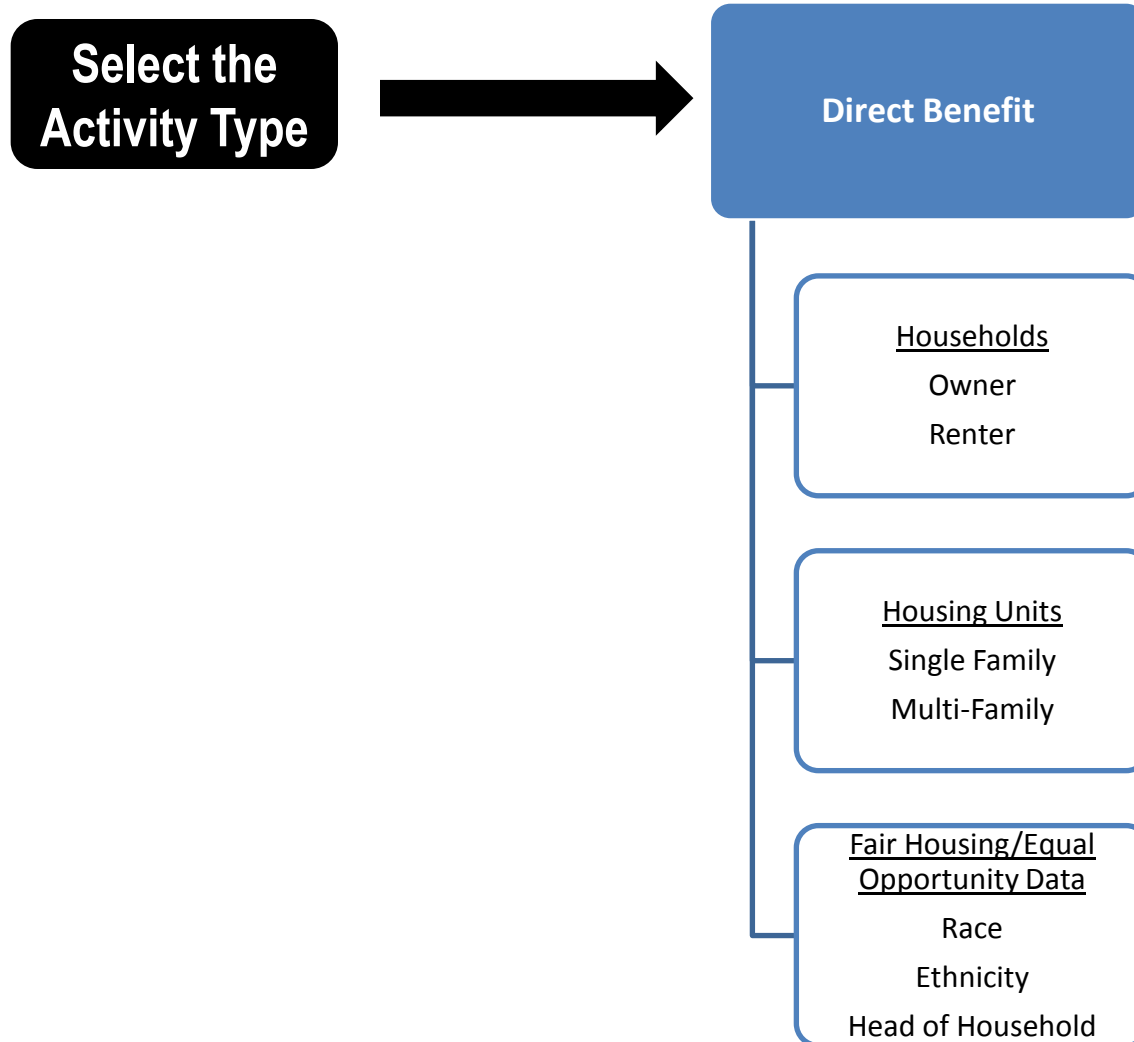
Area Benefit ☐ Direct Benefit ☐ 

Housing Units ☒

☒ Multi Family ☒ Single Family

**Proposed Accomplishments:**

# Adding Direct Benefit Data



# Direct Benefit: Example

**Activity Type:**  
Rehabilitation/reconstruction of residential structures

**Report Benefit Performance By:**

Direct Benefit ☒

☒ Households

☐ Renter ☒ Owner

Housing Units ☒

☐ Multi Family ☒ Single Family

**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Singlefamily Units	190
# of Housing Units	190

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# Owner Households	190	190	
# of Households	190	190	

# Direct Benefit: Example

**Activity Type:**  
Rehabilitation/reconstruction of residential structures

**Report Benefit Performance By:**

Direct Benefit ☒

☒ Households

☒ Renter ☒ Owner

Housing Units ☒

☒ Multi Family ☐ Single Family

**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Multifamily Units	<input type="text" value="110"/>
# of Housing Units	<input type="text" value="110"/>

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# Renter Households	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text"/>
# Owner Households	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text"/>
# of Households	<input type="text" value="110"/>	<input type="text" value="110"/>	<input type="text"/>

Some benefit /  
measure types  
change  
depending on  
checkboxes  
selected

# Direct Benefit: Income Levels

- Eligible households/persons may be
  - low income ( $\leq 50\%$  of the area median income)
  - moderate income (51%-80% of the area median income)
- In DRGR, there is NO data field in which to enter above moderate income ; instead, it must be incorporated into the Proposed Total.

Performance Measure	Projected Total	Low	Mod
# of Renter	15	4	6
# of Households benefitting	15	4	6

# Proposed Accomplishments

**Report Benefit Performance By:**

Area Benefit ☒ Direct Benefit ☐

☐ Census ☒ Survey

Housing Units ☒

☒ Multi Family ☒ Single Family

**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Properties	10
# of Public Facilities	0
# of buildings (non-residential)	0
# of Businesses	0
# of Non-business Organizations benefitting	
Activity funds eligible for DREF (Ike Only)	

Performance Measure	Proposed Total
# of Singlefamily Units	10
# of Multifamily Units	
# of Housing Units	10

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# of Persons	1000	300	400

**Every activity type has a different set of possible measures**

**Other measure types should be entered if they apply to the activity. Grantees can only enter QPR data on measures if they have estimates or a zero in the Action Plan**

# Green Measures – Optional for DR CDBG

## Proposed Accomplishments:

Performance Measure	Proposed Total
#Efficient AC added/replaced	<input type="text"/>
#Sites re-used	<input type="text"/>
#High efficiency heating plants	<input type="text"/>
#Units with solar panels	<input type="text"/>
#Dishwashers replaced	20 <input type="text"/>
#Low flow showerheads	25 <input type="text"/>
#Additional Attic/Roof Insulation	<input type="text"/>
Activity funds eligible for DREF (Ike Only)	<input type="text"/>
#Units deconstructed	<input type="text"/>
# of Properties	<input type="text"/>
#Units with bus/rail access	<input type="text"/>
#Units exceeding Energy Star	25 <input type="text"/>
#Replaced hot water heaters	20 <input type="text"/>
#Clothes washers replaced	<input type="text"/>
#Light fixtures (outdoors) replaced	<input type="text"/>
#Low flow toilets	25 <input type="text"/>
#Refrigerators replaced	<input type="text"/>
#Energy Star Replacement Windows	<input type="text"/>
#Units ? other green	<input type="text"/>
#Light Fixtures (indoors) replaced	<input type="text"/>
#Replaced thermostats	<input type="text"/>



# Performance Measures (Perf Rept01)

Shared ReportsMy ReportsMy SubscriptionsHistory ListPreferencesSearchHelpLogout

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance

Measure Sorted by Activity Number

FileViewDataFormatCorporateLast update: 5/10/11 9:42:58 AM

PAGE-BY:Grantee: Los Angeles, CAGrant Number: B-08-MN-06-0512

123 of 3 page(s)

Data rows: 1 - 50 of 125Data columns: 6

Activity Number	Activity Type	Responsible Organization	Measure Type	Measure Category	Low		Mod		Total	
					Projected	Actual	Projected	Actual	Projected	Actual
02 Homeownership Assistance - Walk-In Program	Homeownership Assistance to low- and moderate-income	Los Angeles Housing Department	# Owner Households		0	0	9	9	17	17
			# of Households		0	0	9	9	17	17
			# of Housing Units		0	0	0	0	17	17
			# of Singlefamily Units		0	0	0	0	17	17
03 Homeownership Assistance - RNLA	Rehabilitation/reconstruction of residential structures	Restore Neighborhoods L.A., Inc. (RNLA)	# Owner Households		0	0	51	2	102	2
			# of Households		0	0	51	2	102	2
			# of Housing Units		0	0	0	0	102	2
			# of Singlefamily Units		0	0	0	0	102	2
			#Additional Attic/Roof Insulation		0	0	0	0	82	2
			#Clothes washers replaced		0	0	0	0	82	2
			#Dishwashers replaced		0	0	0	0	102	2
			#Efficient AC added/replaced		0	0	0	0	102	2
			#Energy Star Replacement Windows		0	0	0	0	1,000	19
			#High efficiency heating plants		0	0	0	0	102	2
			#Light fixtures (outdoors) replaced		0	0	0	0	408	11
			#Light Fixtures (indoors) replaced		0	0	0	0	1,326	30
			#Low flow showerheads		0	0	0	0	184	4
			#Low flow toilets		0	0	0	0	184	4
			#Refrigerators replaced		0	0	0	0	102	2

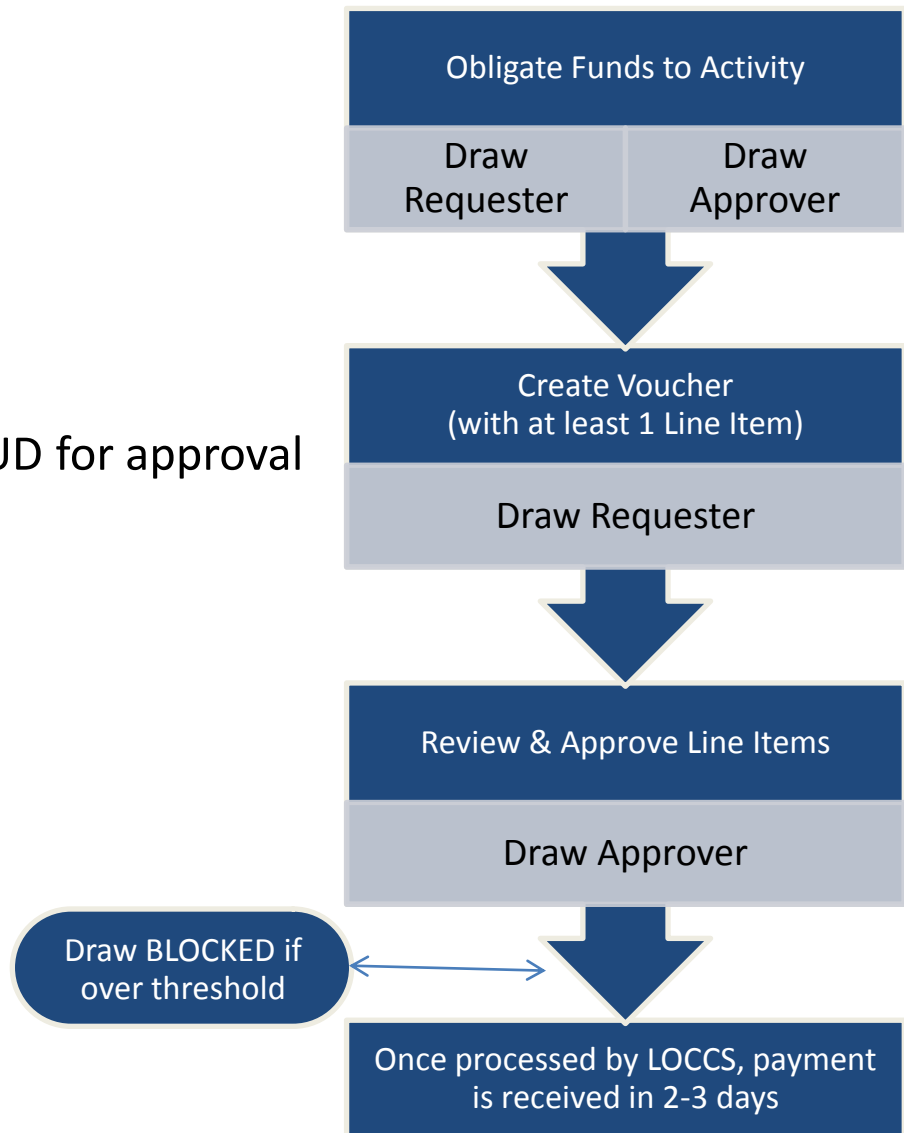
# Drawdown Module

Obligating Funds  
Create and Approve Draw Vouchers  
Voucher Corrections  
Program Income



# Drawdown Module Overview

- Drawdown Process
  - Obligate Funds
  - Create Draw Voucher
  - Approve Draw Voucher
  - Over Threshold?
    - Yes – Send additional info to HUD for approval
    - No – wire transfer in 2-3 days
- Additional Functions
  - Draw Corrections
    - Revise
    - Reject
    - Cancel
  - Program Income



# Voucher Process Review

## DRAWDOWN REQUESTER

- 1.1) ACTIVITY OBLIGATION-  
-**Search** Activity
- 1.2) **Maintain**

## DRAWDOWN APPROVER

- 1.1) ACTIVITY OBLIGATION-  
-**Search** Activity
- 1.2) **Maintain**

### OBLIGATION

*Can be updated by  
Creator or Approver*

- 1) *Select* DRAWDOWN
  - **Create** Voucher
  - A: **Select/Add** Activities (Pg.1)
  - B: **Submit** Voucher (Pg.2)
  - C: **Confirm** Voucher (P.3)
  - D: Success Message (P.4)

### NEW VOUCHERS

- 2.1) *Select* DRAWDOWN
  - Search** Voucher
  - 2.2) **Maintain** Voucher
  - 2.3) **Approve/Approve** Selected

### EXISTING VOUCHERS

- 1.1) *Select* DRAWDOWN
  - Search** Voucher
  - 1.2) **Maintain** Voucher
  - 1.3) **Approve/Approve** Selected

- 2.1) *Select* DRAWDOWN
  - Search** Voucher
  - 2.2) **Maintain** Voucher
  - 2.3) **Approve/Approve** Selected

# Obligate Funds: Drawdown Math Rules



Obligation amounts must be less than or equal to the Total Budget and greater than or equal to the Total Drawn Amount

(can't decrease the obligation amount to less than the amount that has already been drawn down)

**Activity Budget  $\geq$  Obligation  $\geq$  Total Activity Drawn Amount**

**\$1,000,000  $\geq$  \$500,000  $\geq$  \$200,000**

# Obligate Funds

[Admin](#)[Action Plans](#)[Drawdown](#)[QPR](#)[Reports](#)[Grants](#)

## Activity Obligation

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
<a href="#">B-08-DN-13-1601</a>	5065-14A-B-I Henry	Henry County	Rehabilitation or reconstructi	5065-14A-B-I Henry

Total Budget: \$1,293,983.58

Total Drawn Amount: \$1,030,195.23

Total Obligated Amount: \$1,200,000.00

Total Program Funds Drawn: \$141,361.65

Available for Obligation: 93,983.58

Total Program Income Drawn: \$888,833.58

Obligation Amount: \$1293000.00

Save Amount

Cancel Amount

Enter the TOTAL obligation  
amount and SAVE

# Create/Approve Vouchers

Funds Drawn at Activity Level: Must have Request Drawdown role

## Two Step Process for a Grantee

- Step 1: Create the voucher
  - Must have Draw Requester Role
  - Determine Program Funds v Program Income Funds
  - Select Activities to draw from
- Step 2: Approve Voucher
  - Must have Draw Approval role to approve
  - Approve / Reject entire voucher
  - Approve / Reject on line item basis
  - Provide comments

# Create/Approve Vouchers: Roles

	Basic Roles			Additional Roles	
	Regular Grantee Users	Grantee Admin	Grantee - View Only	Grantee - Request Draw	Grantee - Approve Draw
Update obligations				✓	✓
Create draws				✓	
Approve draws					✓
View Receipts	✓	✓	✓	✓	✓
Create/Edit Receipts				✓	✓
View Program Income Accounts	✓	✓	✓	✓	✓
Create/Edit Program Income Accounts				✓	✓
Block activities from draws		✓			



# Create/Approve Vouchers: Daily Draw Thresholds

- Draw limit for NSP1 and NSP3 = \$5 million daily per draw
- Draw limit for NSP2\* =
  - Units of general local governments and States: \$1,000,000 daily per draw;
  - Nonprofits: \$500,000 daily per draw
- If threshold exceeded, status = Approved Pending HQ
- Grantee must e-mail supporting info to HUD Rep
  - sufficient detail that the draw request was reviewed and approved in accordance with grantee procedures: should include support documentation with two grantee staff signatures/initials.
- HUD Review (by HUD HQ users with Draw Approval rights)
  - CPD Representatives must consult with HHQ prior to taking any action on a voucher.
  - Rely on HHQ for Guidance

# Blocked Draws – Activity Level

## Action Plans

### Edit Activity - Page 1

\*Indicates Required Field

Continue to Next Screen

Save Activity

Cancel

**Grant Number:**

B-08-DN-99-0003

**\*Activity Type:**

Rehabilitation/reconstruction of residential structures

**\*National Objective:**

NSP Only - LH - 25% Set-Aside

**\*Grantee Activity Number:**

NSP1-02 AR SF DAH

**Activity Title:**

Acq/Rehab Single Fam Denver Af

**View Existing Activities:**

Select Option

View Activity Details

**Block Drawdown:**

☐ Blocked by Grantee ☐ Blocked/Restricted by HUD

**\*Total Budget, Program Funds:**

\$ 500,000.00 (ex: 999,999.99)

**\*Projected Start Date:**

03/15/2009

[Select Date](#) (ex: mm/dd/yyyy)

**\*Projected End Date:**

03/15/2012

# Create Voucher

Build the voucher in four steps:

## 1. Select Activities

1a. Search for Activities

1b. Select Fund Type

## 2. Enter Drawdown Amount per line items

## 3. Confirm Voucher

## 4. Verify voucher is confirmed

# Step 1: Select Activities

- Necessary Role: Request Drawdown

## Activity Obligation

- [Search Activity](#)

## Drawdown

- [Search Voucher](#)
- [Create Voucher](#)

## Utilities

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

## Links

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

## Drawdown

### Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)

#### Voucher Created For:

Denver1, CO

#### Requested Submission Date:

08/22/2011

[Select Date](#) (ex: mm/dd/yyyy)

#### Voucher Items

Grant #	Responsible Organization	Activity
No Activities Selected		

[Add More Activities](#)[Continue](#)

# Step 1a: Search for Activities

- Search by Grant number, Activity Type, or just select Search to view all possible Activities

## Drawdown

### Search for Activities to Create Voucher

Search Criteria

<b>Grant #:</b> <input type="text" value="Select"/>	<b>Grantee Activity Number:</b> <input type="text"/>
<b>Activity Type:</b> <input type="text"/>	<b>Responsible Organization:</b> <input type="text"/>

|

Search criteria should include the grant number if the user has access to more than one grant.

Add Selected Activities to Voucher

Return To Create Voucher (Page 1)

# Step 1b: Select Fund Type

## Drawdown

Search for Activities to Create Voucher

[Help?](#)

**Search Criteria**

**Grant #:**

**Project #:**

**Receipt Fund Type:**

**Program Income Account Number:**

**Grantee Activity Number:**

**Activity Title:**

**Activity Type:**

**Responsible Organization:**

|

Select activities to include in the voucher

Results Page 1 of 1 (6 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01 B	University of Southern Mississippi/IDS (Below 50%)	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01 C	USM Project Delivery Costs	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709025HH01 B	Habitat for Humanity/Metro Jackson, Inc (Below 50%)	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709025JMM01 C	Jxn MM Project Delivery Costs	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709025VC01 B	Voice of Calvary Ministries (Below 50%)	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709025VC01 C	VOC Project Delivery Costs	GENERAL ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Selected Activities to Voucher

Return To Create Voucher (Page 1)

# Step 2: Enter Drawdown Amount per line items

## Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

Continue

Voucher Created For:

Denver1, CO

Requested Submission  
Date:

08/23/2011

[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select to Remove
B-08-DN-99-0013	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	NSP1-01 LB	Land Banking	PROGRAM FUND	<input type="checkbox"/>
B-08-DN-99-0013	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-02 AR SF DAH	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	<input type="checkbox"/>
B-08-DN-99-0013	City and County of Denver-BHS	Construction of new housing	NSP1-03 Redevelopment	Redevelopment 525 California	PROGRAM INCOME	<input type="checkbox"/>

Add More Activities

Remove Voucher Line Item

Continue



# Step 2 (cont.)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-06-DG-28-0002	Mississippi Development Authority	Administration	0002	0002 SRAP ADMIN	SRAP ADMIN	PROGRAM FUND	GENERAL ACCOUNT	\$8,415,358.29	\$ 100000	
B-08-DN-28-0001	Mississippi Development Authority	Administration	NSP 001	N1807	NSP State Administration	PROGRAM FUND	GENERAL ACCOUNT	\$1,574,512.33	\$	
B-08-DN-28-0001	Mississippi Development Authority	Administration	NSP 001	N1807	NSP State Administration	PROGRAM INCOME	GENERAL ACCOUNT	\$1,000,000.00	\$	
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01 B	University of Southern Mississippi/IDS (Below 50%)	PROGRAM FUND	GENERAL ACCOUNT	\$2,180,611.45	\$	
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01 B	University of Southern Mississippi/IDS	PROGRAM INCOME	GENERAL ACCOUNT	\$1,000,000.00	\$	
B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01 C	USM Project Delivery Costs	PROGRAM INCOME	GENERAL ACCOUNT	\$561,084.17	\$	
B-08-DN-28-0001	Mississippi Development Authority	Acquisition - general	NSP 003	N180709025HB01 A	Mississippi Home Corporation	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
B-08-DN-28-0001	Mississippi Development	Acquisition - general	NSP 003	N180709025HB01 A	Mississippi Home	PROGRAM INCOME	GENERAL ACCOUNT	\$588,717.00	\$ 100000	



# Available Balance Calculations

**Voucher #:**

188620

**Requested Submission Date:**

01/13/2012

**Voucher Created For:**

State of Mississippi

**Created by:**

Mark Mitchell

**Grant #:**

B-08-DN-28-0001

**Responsible Organization:**

Mississippi Development Authority

**Project:**

NSP 002

**Program Income Account:**

GENERAL ACCOUNT

**Grantee Activity #:**

N180709018USM01 B

**Activity Title:**

University of Southern Mississippi/IDS (Below 50%)

**Fund Type:**

PROGRAM FUND

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	- - -	- - -	- - -	\$5,202,741.00
B - Obligated	- - -	- - -	- - -	\$5,202,741.00
C - Receipts	\$1,103,910.30	- - -	\$1,000,000.00	- - -
D - Drawn	\$103,910.30	\$2,022,129.55	\$0.00	\$2,022,129.55
E - Available	\$1,000,000.00	\$2,180,611.45	\$1,000,000.00	\$3,180,611.45

# Step 3: Confirm Voucher

## Drawdown

### Create Voucher - Page 3 of 4 (Confirm)

[Help?](#)

Confirm Voucher

Edit Voucher

Return To Create Voucher (Page 1)

Cancel

**Voucher #:**

188646

**Voucher Total:**

\$756,788.00

**Requested Submission Date:**

01/26/2012

**Voucher Created For:**

State of Mississippi

**Created by:**

Mark Mitchell

**Creation Date:**

01/26/2012

**Users with Create Voucher Rights can now enter comments at bottom of the screen**

Line Item #	Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-08-DN-28-0001	Mississippi Development Authority	Administration	NSP 001	N1807	NSP State Administration	PROGRAM FUND	GENERAL ACCOUNT	\$1,924,212.33	\$245,902.00
2	B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01B	University of Southern Mississippi/IDS (Below 50%)	PROGRAM FUND	GENERAL ACCOUNT	\$2,540,411.45	\$402,387.00
3	B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01B	University of Southern Mississippi/IDS (Below 50%)	PROGRAM FUND	GENERAL ACCOUNT	\$2,540,411.45	\$402,387.00
4	B-08-DN-28-0001	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01C	USM Project Delivery Costs	PROGRAM FUND	GENERAL ACCOUNT	\$456,584.17	\$20,122.00

# Step 4: Verify Voucher is Confirmed

Create Voucher - Page 4 of 4 (View)

[Help?](#)

• Voucher Created Successfully

[Return to Create Voucher](#)

[Download PDF](#)

**Voucher #:**

188646

**Voucher Total:**

**\$756,788.00**

**Requested Submission**

**Date:**

01/26/2012

**Voucher Created For:**

State of Mississippi

**Created by:**

Mark Mitchell

**Creation Date:**

01/26/2012

Line Item #	Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	<a href="#">B-08-DN-28-0001</a>	Mississippi Development Authority	Administration	NSP 001	N1807	NSP State Administration	PROGRAM FUND	GENERAL ACCOUNT	\$1,678,310.33	\$245,902.00
2	<a href="#">B-08-DN-28-0001</a>	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01B	University of Southern Mississippi/IDS (Below 50%)	PROGRAM FUND	GENERAL ACCOUNT	\$2,138,024.45	\$402,387.00
3	<a href="#">B-08-DN-28-0001</a>	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709018USM01C	USM Project Delivery Costs	PROGRAM FUND	GENERAL ACCOUNT	\$436,462.17	\$20,122.00
4	<a href="#">B-08-DN-28-0001</a>	Mississippi Development Authority	Acquisition - general	NSP 003	N180709025HB01A	Mississippi Home Corporation	PROGRAM FUND	GENERAL ACCOUNT	\$582,438.00	\$1,279.00
5	<a href="#">B-08-DN-28-0001</a>	Mississippi Development Authority	Rehabilitation/reconstruction of residential structures	NSP 002	N180709025HH01B	Habitat for Humanity/Metro Jackson, Inc (Below50%)	PROGRAM FUND	GENERAL ACCOUNT	\$3,293,364.32	\$87,098.00
									Grant Subtotal:	\$756,788.00
									<b>Voucher Total:</b>	<b>\$756,788.00</b>

# Drawdown: Additional Functions

- Approve Voucher
- View Voucher Line Item
- Voucher Corrections
  - Cancel
  - Revoke
  - Revise

# Approve Voucher

After the Voucher has been created and 'Saved'

## 1. Find the voucher

- All users can Search for Voucher
- Search by Status

## 2. Approve Voucher

- Must have Draw Approval role to approve
- Approve / Reject entire voucher
- Approve / Reject on line item basis
- Provide comments

# Approve Voucher Line Items

- Necessary Role: Approve Drawdown

## Drawdown

### Maintain Voucher

[Help?](#)[Return to Search Voucher](#)

Voucher #:  
169651

Voucher Created for:  
Denver1, CO

Created By:  
T001GR

Creation Date:  
08/23/2011

Approve All line  
items at once

Approve or reject  
per Line Item

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input checked="" type="checkbox"/>	1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$6,000.00	\$10,000.00	Open	08/23/2011 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$20,000.00	\$5,000.00	Open	08/23/2011 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$67,000.00	\$15,000.00	Open	08/23/2011 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
Voucher Open Total:									\$30,000.00			

### Grantee Approver Comments:

[Approve Selected](#)[Reject Selected](#)[Return to Search Voucher](#)

# Download PDF/ Print Voucher

**Drawdown**

[Search/Maintain Voucher](#)

[Search/Edit Receipt](#)

**Maintain Voucher**

[Return to Search Voucher](#) | [Download PDF](#)

**Voucher #:** 167368

**Created By:**

Voucher Information											
<b>Voucher Number:</b>		<b>Voucher Created For:</b>		<b>Created by:</b>		<b>Creation Date:</b>		<b>Print Date:</b>			
167368		State of Mississippi		Doris Turner		09/20/2011		10/18/2011			
Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Payment Code	Paid Date
1	B-06-DG-28-0001	0030 KCR R10311202KCR - BAY ST. LOUIS	Rehabilitation/reconstruction of public facilities	City of Bay St. Louis	0030 KCR R10311202KCR - BAY ST. LOUIS	PROGRAM FUND	\$ 11,795.53	Completed	09/21/2011	P00	09/22/2011
2	B-06-DG-28-0001	0030 KED R10318501KED - CITY OF FLOWOOD	Econ. development or recovery activity that creates/retains jobs	City of Flowood	FLOWOOD - U.S. FOODSERVICE, INC.	PROGRAM FUND	\$ 165,449.72	Completed	09/21/2011	P00	09/22/2011
3	B-06-DG-28-0001	0030 KCR R10326801KCR - MOSS POINT	Rehabilitation/reconstruction of public facilities	City of Moss Point	0030 KCR R10326801KCR - MOSS POINT	PROGRAM FUND	\$ 152,424.26	Completed	09/21/2011	P00	09/22/2011

# View a Voucher Line Item

## Drawdown

### View Voucher Line Item

[Help?](#)
[Return to Search Voucher](#)
[Return to Maintain Voucher](#)

**Voucher Created For:**  
Denver1, CO

**Voucher # / Line Item #:**  
169651/1

**Grant #:**  
B-08-DN-99-0013

**Transaction Type:**  
Payment

**Created By:**  
T001GR

**Creation Date:**  
08/23/2011

#### DRGR Information

**DRGR Status:** Approved  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank  
**LOCCS Pay Code:**

#### LOCCS Update

**Batch Updated By:** T001GA  
**Date Updated:** 2011-08-23 12:41:12.0  
**Special Remarks:**

#### LOCCS Confirmation Information

**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

#### Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$10,000.00	Approved	2011-08-23

**Grantee Approver (T001GA - T001GA T001GA) Comments on 08/23/2011:**  
(None)

**HQ Approver Comments:**  
(None)

[Return to Search Voucher](#)
[Return to Maintain Voucher](#)



# View a Voucher Line Item (FinRept04)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept04: DRAWS - Voucher Line Item Status by Project - Grantee

File View Data Format

Corporate

PAGE-BY: Grantee: Chicanos Por La Causa, Inc. Grant Number: B-09-CN-AZ-0001

1 2 3 4 5 of 11 page(s)

Data rows: 1 - 50 of 504 Data columns: 5

Project Number	Project Title	Activity Number	Voucher Number	Voucher Item Number	LOCCS Code	LOCCS Submit Date	Grantee Drawdown Approval Date	LOCCS Transaction Date	Status	Cancelled	Completed	Rejected	Revised	Total
									Metrics	Grant Funds	Grant Funds	Grant Funds	Grant Funds	Grant Funds
			128052	1	P00	6/25/2010	6/25/2010	6/26/2010		\$0.00	\$120,040.00	\$0.00	\$0.00	\$120,040.00
			129621	1	P00	7/9/2010	7/9/2010	7/10/2010		\$0.00	\$176,656.00	\$0.00	\$0.00	\$176,656.00
			132551	1	P00	8/9/2010	8/9/2010	8/10/2010		\$0.00	\$38,937.00	\$0.00	\$0.00	\$38,937.00
			134242	1	P00	8/25/2010	8/25/2010	8/26/2010		\$0.00	\$143,272.00	\$0.00	\$0.00	\$143,272.00
			137185	1	P00	9/20/2010	9/20/2010	9/21/2010		\$0.00	\$45,360.00	\$0.00	\$0.00	\$45,360.00
			138848	1	P00	10/5/2010	10/5/2010	10/6/2010		\$0.00	\$78,885.00	\$0.00	\$0.00	\$78,885.00
			141781	1	P00	11/8/2010	11/8/2010	11/9/2010		\$0.00	\$172,677.06	\$0.00	\$0.00	\$172,677.06
			143968	1	P00	12/6/2010	12/6/2010	12/7/2010		\$0.00	\$72,395.19	\$0.00	\$0.00	\$72,395.19
			146495	1	P00	1/5/2011	1/5/2011	1/6/2011		\$0.00	\$117,228.52	\$0.00	\$0.00	\$117,228.52
			147989	1	P00	1/26/2011	1/26/2011	1/27/2011		\$0.00	\$23,102.74	\$0.00	\$0.00	\$23,102.74
			148506	2	P00	2/2/2011	2/2/2011	2/3/2011		\$0.00	\$22,584.47	\$0.00	\$0.00	\$22,584.47
			149534	1	P00	2/16/2011	2/16/2011	2/17/2011		\$0.00	\$53,202.00	\$0.00	\$0.00	\$53,202.00
			150414	1	P00	2/25/2011	2/25/2011	2/26/2011		\$0.00	\$36,654.00	\$0.00	\$0.00	\$36,654.00
			154149	1	P00	4/12/2011	4/12/2011	4/13/2011		\$0.00	\$239,177.11	\$0.00	\$0.00	\$239,177.11
			155982	1	P00	5/4/2011	5/4/2011	5/5/2011		\$0.00	\$46,391.38	\$0.00	\$0.00	\$46,391.38
		01-300 CPLC National Admin	137185	2	P00	9/20/2010	9/20/2010	9/21/2010		\$0.00	\$61,835.38	\$0.00	\$0.00	\$61,835.38
			137947	1	P00	9/27/2010	9/27/2010	9/28/2010		\$0.00	\$27,306.17	\$0.00	\$0.00	\$27,306.17
			141781	2	P00	11/8/2010	11/8/2010	11/9/2010		\$0.00	\$60,785.03	\$0.00	\$0.00	\$60,785.03
			142070	1	P00	11/11/2010	11/11/2010	11/13/2010		\$0.00	\$28,944.36	\$0.00	\$0.00	\$28,944.36
			143651	1	P00	12/1/2010	12/1/2010	12/2/2010		\$0.00	\$16,977.98	\$0.00	\$0.00	\$16,977.98

# Voucher Corrections: Revising A Voucher

- Grantee may need to revise an original voucher for numerous reasons:
  - Original costs incurred are not for the correct Activity
  - Error in accounting and costs need to be moved to another Activity
  - HUD deemed costs ineligible
- Grantee has two options:
  - Revise original voucher in DRGR AND off set next draw
  - Wire funds back to LOCCS
    - This option is used sparingly. Contact your CPD rep before wiring funds back. And, once a the wired funds is processed by HUD's CFO staff (out of Ft. Worth), there will show a negative draw on the grant and the grantee must assign the negative draw to the desired Activity

# Voucher Corrections: Revising A Voucher Line Item

- Roles
  - To revise: Draw Requester
  - To approve the revisions: Draw Approver
- Conditions
  - Both activities funded from same grant
  - Destination activity has sufficient balance (budget and obligation)
  - Destination activity cannot be cancelled
  - Neither activity is blocked.
- Total amount of voucher does not change: only the amount charged to each activity changes

# Voucher Corrections:

## Revise a Voucher Line Item

Revise Voucher Line Item

[Help?](#)


**Voucher Created For:**

State of Mississippi

**Voucher # / Line Item #:**

155618/1

**Grant #:**

B-06-DG-28-0001

**Transaction Type:**

Payment

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-06-DG-28-0001	0022 GCRIP R1020012 - JACKSON W20	Jackson County Utility Authority	Construction/reconstruction of water/sewer lines or systems	JACKSON W20	PROGRAM FUND	\$19,033,152.02	Completed	2011-04-29

Move Funds to Activities

Delete	Activity # / Activity Title / Available Amount	Amount
<input type="checkbox"/>	0022 GCRIP R1020012 - JACKSON S23 / JACKSON S23 / \$3,189,194.00	\$1324198
<input type="checkbox"/>	0022 GCRIP R1020012 - HARRISON W18 / HARRISON W18 / \$5,879,505.00	\$789264
<input type="checkbox"/>	0022 GCRIP R1020012 - HARRISON S21 / HARRISON S21 / \$1,032,585.00	\$508612
<input type="button" value="Add Activity"/> <input type="button" value="Delete Activity"/> <input type="button" value="Recalculate Balance"/>		

Total Funds moved to other activities: \$ 2622074.00

Balance Remaining on Activity # 0022 GCRIP R1020012 - JACKSON W20: \$ 16411078.02

**Enter Reviser Comment:**

## Changes in Financial Rules – Release 7.3

Grant Amount + Overall Estimated PI/RL Funds = Total Budgets

Project Budgets = Grant \$ + PI/RLF \$

Activity Budgets/Obligations = Grant \$ + PI/RLF \$

### General Account:

All PI received on any unassigned activity must be disbursed before PF on any unassigned activity

### RLF Project

All PI received in an any activity in each RLF project must be disbursed before PF in the RLF project

### PI Account

All PI received in an any activity in each PI Account must be disbursed before PF in the PI Account

PI Available is calculated  
at the RLF and PI  
Account Level across  
activities

(Left Column)

Program Funds

Available is calculated  
within the activity  
based on total budgets,  
draws and PI availability

## Drawdown

### Create Voucher - Calculated Available Amounts

[Help?](#)

[Go Back To Create Voucher \(Page 2\)](#)

Voucher #:

Requested

Submission Date:

Grant #:

B-08-DN-12-0001

Responsible  
Organization:

Alachua County

Project:

NSP #1

Program Income  
Account:

GENERAL ACCOUNT

Grantee Activity #: Activity Title:

Alachua Cnty 14A

Rehabilitation -  
Single Family

Fund Type:

PROGRAM INCOME



Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	- - -	- - -	- - -	\$429,337.55
B - Obligated	- - -	- - -	- - -	\$429,337.55
C - Receipts	\$5,679,494.47	- - -	\$0.00	- - -
D - Drawn	\$4,947,661.81	\$296,771.00	\$0.00	\$296,771.00
E - Available	\$731,832.66	\$0.00	\$132,566.55	\$132,566.55

Create a Receipt and Search/Edit Receipt using links in the Drawdown Module for the Activity in which the PI funds were generated (no longer at the QPR level)

**Drawdown**

- [Search/Edit Obligation](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)
- [Create Receipt](#)
- [Search/Edit Receipt](#)

**Utilities**

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

**Links**

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

**Receipt****Create Receipt**[Help?](#)**Receipt Created For:**

State of Mississippi

**Receipt Created By:**

Jane Doe

**\*Grant Number:**

B-08-DN-28-0001

**\*Receipt Date:**10/06/2011 [Select Date](#) (ex: mm/dd/yyyy)**\*Grantee Receipt #:**

HFHN180709025HH01 B 001

**\*Activity:**

N180709025HH01 B

**\*Amount:**

35702 (ex: 999,999.99)

**Comment:**

Proceeds of home sale.

## Add Program Income Account

[Help?](#)

Grant Number: B-06-DG-28-0001

Program Income Account Name:

Ocean Springs

## Available Responsible Organizations:

City of Lumberton  
City of Magnolia  
City of McComb  
City of Meridian  
City of Moss Point  
City of Pascagoula  
City of Pass Christian  
City of Philadelphia  
City of Picayune  
City of Poplarville

Assign Org &gt;&gt;

&lt;&lt; Remove Org

## Selected Responsible Organizations:

City of Ocean Springs

## Available Activities:

0010 CE R1010111 - OCEAN SPRINGS  
0010 CE R1010111 - OCEAN SPRINGS

Assign Activity &gt;&gt;

&lt;&lt; Remove Activity

## Selected Activities:

0022 GCRIP R1020012 - OCEAN SPRINGS S24  
0022 GCRIP R1020012 - OCEAN SPRINGS S24  
0022 GCRIP R1020012 - OCEAN SPRINGS W21  
0022 GCRIP R1020012 - OCEAN SPRINGS W21  
0030 KCR R10328201KCR - OCEAN SPRINGS  
0030 KCR R10328201KCR - OCEAN SPRINGS  
0030 KCR R10928203KCR - OCEAN SPRINGS  
0030 KCR R10928203KCR - OCEAN SPRINGS  
0030 KP R10328201KP - OCEAN SPRINGS  
0030 KP R10328201KP - OCEAN SPRINGS

Save

Cancel



# QPR Module

Purpose of QPRs

Show Progress: Grant Level

Show Progress: Activity Level

Prior Period Adjustments

Submission & Deadlines



# QPR Overview

- Purpose
  - Report progress for quarter and cumulative basis by:
    - Identifying accomplishments once a national objective has been met
    - Pulling financial data as entered in the Drawdown Module
    - Detail, in narrative format, progress of the grant as a whole and per activity
- HUD FO role
  - Approval or rejection of the QPR in a timely manner
  - Provide and share comments with grantees (if desired)

# QPR-Action Plan Relationship

- QPRs cannot be submitted if changes have been made to the Action Plan such as
  - Projects added
  - Activities added
  - Budgets changed
- Submit changes to Action Plan in advance of QPR due dates to allow time for review
- Performance goals changed    Action Plan locked when QPRs is submitted

# Action Plan and QPR Review Process

**Grantee**

**HUD**

**DRAFT**

*Original in Progress*

*Submitted-  
Await for Review*

**REJECT**

*Rejected – Await for  
Modification*

AP MUST be  
in 'Reviewed  
and  
Approved'  
status for

**EDIT**

*Modified-Resubmit  
When Ready*

*Submitted-  
Await for Review*

**APPROVE**

*Reviewed and  
Approved*

**DRAFT**

*Original in Progress*

*Submitted-  
Await for Review*

**REJECT**

*Rejected – Await for  
Modification*

QPR MUST be  
in 'Reviewed  
and  
Approved'  
status for AP

**EDIT**

*Modified-Resubmit  
When Ready*

*Submitted-  
Await for Review*

**APPROVE**

*Reviewed and  
Approved*

**Action  
Plan**

**QPR**

## QPR Data: Sources

<b>ACTION PLAN</b>	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type and National Objective Performance goals
<b>DRAWDOWN</b>	Grant Fund obligations Grant Fund and Program Income (PI) draws completed Receipts (Previously Program Income Received)
<b>QPR</b>	Activity Beneficiaries Assisted Activity Addresses Assisted Performance Accomplishments Expenditures Match Contribution
<b>ADMIN</b>	Visit count Issue count

# Show Progress: Grant Level

Report on BOTH the overall grant progress and per Activity

## Grant Level

- Overall Progress Narrative (can include status of projects/programs not yet active)
- Matching Funds
- *Overall Financial Data (pulled from each Activity)*

# Show Progress: Grant Level

## Financial Data at the Grant Level:

- Aggregate financial information that has been entered at the Activity to provide a grant level analysis (except Match)
- Only view this info once the QPR is 'downloaded' or 'view'.

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	\$39,149,929.00
Total CDBG Program Funds Budgeted	N/A	\$38,849,929.00
Program Funds Drawdown	\$2,103,377.34	\$19,675,015.36
Program Funds Obligated	(\$37,957.09)	\$38,903,494.62
Program Funds Expended	\$2,029,465.42	\$19,675,014.56
Match Contributed	\$0.00	\$35,000.00
Program Income Received	\$74,757.07	\$2,434,535.85
Program Income Drawdown	\$81,864.03	\$2,415,852.53
Limit on Admin/Planning	\$3,884,992.90	\$1,527,304.84
Progress Toward National Objective Targets		
National Objective	Target	Actual
NSP Only - LH - 25% Set-Aside	\$9,712,482.25	\$12,982,627.64

# Show Progress: Add/Edit a QPR

## Quarterly Performance Report

### Add/Edit QPRs -

[Help?](#)**Grant Number:** [T-09-NN-36-0003](#)**Grant Status:** Active**Grant Amount:** \$

**Grantees must add  
each QPR to be  
prompted for the next  
due date**

**Contract Start Date:** 10/08/2009**Contract End Date:**

Due Date	Date Submitted	Action	Status
01/30/2012		<a href="#">Add</a>	
10/30/2011		<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>	Original - In Progress
07/30/2011	07/29/2011	<a href="#">View</a> <a href="#">Download Print Version</a>	Reviewed and Approved
04/30/2011	04/29/2011	<a href="#">View</a> <a href="#">Download Print Version</a>	Reviewed and Approved
01/30/2011	01/29/2011	<a href="#">View</a> <a href="#">Download Print Version</a>	Reviewed and Approved
10/30/2010	10/29/2010	<a href="#">View</a> <a href="#">Download Print Version</a>	Reviewed and Approved







# Show Progress: Add/Edit a QPR

- Data Entry Steps
  - From QPR Module
  - Select Contact Name
  - Click on Grantee Activity Number to edit
  - Provide Overall Narrative
  - Click Submit

# Show Progress: Grant Level

<a href="#">SR 22</a>	Acquisition - buyout of non-residential properties	\$10.00
<a href="#">SR-001</a>	Acquisition - buyout of non-residential properties	\$10.00
<a href="#">SRA-121409-1</a>	Acquisition - buyout of residential properties	\$10.00
<b>Total</b>		\$2,043,912.00

## \*Overall Progress Narrative

**B** *I* |    

**Additional Matching Funds** - Report on Matching Funds not related to any individual activity

# Show Progress: Activity Level

**NOT required to report on each activity every quarter, only on the ones with financial or performance changes from the previous quarter**

- Accomplishments: QPR will show only the measures for which grantees have entered estimates in the Action Plan.
  - Enter once an end use has been met for Addresses, Beneficiary Data, Accomplishments.
- Financial: all data pulled from the Drawdown EXCEPT
  - Expenditures
  - Matching Funds
- Activity Status

# Show Progress: Activity Level

- Beneficiary & accomplishments
  - Report once end-use has been met
    - Addresses: Manual Entry
  - Prior Period Adjustments (negative #s allowed)
  - FHEO Data: Based on Activity Type and Benefit data defined in the Action Plan, QPR - Page 1 may require FHEO data.
- Financial Data
  - Expenditure vs. Drawdown data
  - Program Income
- Activity-specific narrative

# Show Progress: Activity Level – Beneficiary Data

## Quarterly Performance Report

### Edit Performance Report – Activity Page 1

[Help?](#)

Grant Number: QPR Start Date: Completed Activity Act

[View Cumulative Totals](#)

\*Direct Benefit Data by Households

#### Race/Ethnicity

Race	Owner		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino
-- Select --				
Totals				
Female-Headed Households				

[Add Another Race by Households](#)

#### Income Levels

	Owner	Total
Total Number Low		
Total Number Moderate		
Total Households		

[Save and Continue to Next Screen](#)[Save Activity Beneficiaries](#)[Cancel](#)

# Addresses - Residential Buyouts

## All Addresses

☐ Check All

☐ Uncheck All

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map
<input type="checkbox"/>	Georgia	314 Lemon St	Fitzgerald	31750 - 3711		<input type="checkbox"/>	<a href="#">View Detail</a>	<a href="#">View Map</a>
<input type="checkbox"/>	Georgia	60 Pine Hill Dr	Cartersville	30117 -		<input type="checkbox"/>	<a href="#">View Detail</a>	<a href="#">View Map</a>
<input type="checkbox"/>	Georgia	2605 McCoy Ln	Albany	31701 - 5417	(100%)	<input type="checkbox"/>	<a href="#">View Detail</a>	<a href="#">View Map</a>
<input type="checkbox"/>	Georgia	634 Bowman St	Macon	31217 - 4102	(80%)	<input type="checkbox"/>	<a href="#">View Detail</a>	<a href="#">View Map</a>




### GSC Details

**Address Returned:** 451 7th Street Southwest null DC null-null

**Address Submitted:** 451 7th Street Southwest null DC null-null

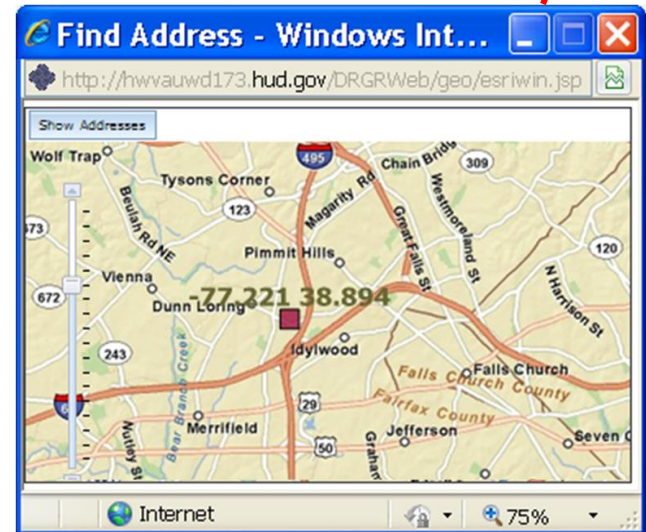
**Status:** Not Match **Match Confidence:** 0%

#### Geographical Coding Information:

**Census Place:** Class Code: null

**Latitude:** null **Longitude:** null

**GSC Status Message:** Multiple Match



# Show Progress: Activity Level– Accomplishments

Example of ‘Rehabilitation/  
reconstruction of  
residential structures’

Street	City	County
<input type="text"/>	<input type="text"/>	Select County ▼
<input type="button" value="Add Additional Address"/>		

Actual Accomplishments	Actual Total
# of Properties	<input type="text"/>
#Energy Star Replacement Windows	<input type="text"/>
#Additional Attic/Roof Insulation	<input type="text"/>
#Efficient AC added/replaced	<input type="text"/>
#Replaced thermostats	<input type="text"/>
#Replaced hot water heaters	<input type="text"/>
#Light Fixtures (indoors) replaced	<input type="text"/>
#Light fixtures (outdoors) replaced	<input type="text"/>
#Refrigerators replaced	<input type="text"/>
#Clothes washers replaced	<input type="text"/>
#Dishwashers replaced	<input type="text"/>
#Units with solar panels	<input type="text"/>
#Low flow toilets	<input type="text"/>
#Low flow showerheads	<input type="text"/>
#Units with bus/rail access	<input type="text"/>
#Units exceeding Energy Star	<input type="text"/>
#Units & other green	<input type="text"/>

The ‘Actual Accomplishments’ fields included in the QPR are determined by the fields entered in the Action Plan under ‘Proposed Accomplishments.’

# Show Progress: Activity Level-Accomplishments

	<b>Actual Total</b>
# of Singlefamily Units	<input type="text"/>
# of Housing Units	<input type="text"/>

<b>Actual Beneficiaries</b>	<b>Actual Total</b>	<b>Low</b>	<b>Mod</b>
# Renter Households	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Owner Households	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Direct Benefit activities, the Actual Beneficiary section is pulled from Edit Performance Report – Activity Page 1.



# Show Progress: Activity Level - Financial

Activity Funding	Jul 1 thru Sep 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	\$15,052,984.00
Total Budget:	\$0.00	\$15,052,984.00
Total Obligated:	(\$49,882.60)	\$15,050,084.00
Total Funds Drawdown	\$0.00	\$14,461,367.00
Program Funds Drawdown:	\$0.00	\$14,458,467.00
Program Income Drawdown:	\$1,584.00	\$2,900.00
Program Income Received:	\$15,824.00	\$25,511.75
Total Funds Expended:	\$0.00	\$14,454,867.00
Mississippi Development Authority	\$ 0.00	\$14,454,867.00
Match Contributed:	\$ 0.00	\$0.00

Read Only (info from Drawdown Module & AP): this information is automatically taken from the system on the last day of the quarter.

# Showing Progress: Activity Example

<b>Grantee Activity Number:</b>	CC-ARRental-SNRHA
<b>Activity Title:</b>	NSP Acquisition and Rehabilitation for Rental

**Activity Category:**

Rehabilitation/reconstruction of residential structures

**Project Number:**

NSP - B (CC)

**Projected Start Date:**

03/01/2009

**Benefit Type:**

Direct Benefit (Households)

**National Objective:**

NSP Only - LH - 25% Set-Aside

**Activity Status:**

Under Way

**Project Title:**

Acquisition/Purchase and Rehabilitation (CC)

**Projected End Date:**

09/30/2011

**Completed Activity Actual End Date:**
**Responsible Organization:**

Southern Nevada Regional Housing Authority

Overall	Oct 1 thru Dec 31, 2010	To Date
<b>Total Projected Budget from All Sources</b>	N/A	\$10,764,371.54
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$5,454,644.54
<b>Program Funds Drawdown</b>	\$883,713.31	\$4,397,736.04
<b>Program Funds Obligated</b>	\$0.00	\$5,781,266.00
<b>Program Funds Expended</b>	\$883,713.31	\$4,397,735.84
Clark County, Nevada	\$0.00	\$1,110,393.42
Southern Nevada Regional Housing Authority	\$883,713.31	\$3,287,342.42
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$273,881.81	\$326,621.46

**Activity Description:**

The purpose of this program is to purchase and rehabilitate foreclosed or abandoned rental housing to primarily benefit households at or below 50% of area median income. The County would use NSP funds to assist the Southern Nevada Regional Housing Authority to strategically purchase and rehabilitate foreclosed or abandoned rental properties in eligible target communities to add to its existing portfolio of scattered site rental housing.

# Showing Progress: Activity Example

## Activity Description:

The purpose of this program is to purchase and rehabilitate foreclosed or abandoned rental housing to primarily benefit households at or below 50% of area median income. The County would use NSP funds to assist the Southern Nevada Regional Housing Authority to strategically purchase and rehabilitate foreclosed or abandoned rental properties in eligible target communities to add to its existing portfolio of scattered site rental housing.

The grant agreement was initially executed with the Housing Authority of Clark County June 16, 2009 for \$2,207,265 in Federal NSP1 funds and \$5,309,727 in State of Nevada NSP1 funds. Upon the merger of local housing authorities, the Southern Nevada Regional Housing Authority was created on January 1, 2010. The grant agreement was amended on March 16, 2010 to reflect the new name as well as to provide an additional \$3,574,001 in Federal NSP1 funds. These additional funds had been planned for this activity benefiting rental households at or below 50% AMI from the initial Action Plan, but potentially for other participating nonprofits to be solicited by RFP/RFQ. The RFP process did not result in projects eligible for NSP1 and based upon the Housing Authority's performance and capacity for additional funding, the total Federal funds allocation was increased to \$5,781,266.

Federal funds combined with the State of Nevada allocation provides the Southern Nevada Regional Housing Authority with a grand total of \$11,090,993 in NSP1 funds for scattered site rental housing.

Total budget adjustments have been made to the expenditure of program income under this activity in accordance with the First In First Out rule. Program income expended is calculated as additional funds obligated to that activity, therefore obligations and budgets are adjusted quarterly to reflect actual activity levels.

## Location Description:

NSP Target Neighborhoods 89103 89110 (County Portion) 89115 89102 (CT 22.05 only) 89119 89104 (CT 15.00, 16.09, 16.10, 16.11 only) 89121 89120 (CT 28.22 & 28.23 only) 89122 89147 (CT 29.19 & 29.41 only) 89142 89156 89169

## Activity Progress Narrative:

The Southern Nevada Regional Housing Authority (SNRHA) acquired three additional single family homes this

# Showing Progress: Activity Example

	This Report Period	Cumulative Actual Total / Expected
	Total	Total
# of Housing Units	8	34/45
# of Singlefamily Units	8	34/45

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	8	0	8	34/45	0/0	34/45	100.00
# Renter Households	8	0	8	34/45	0/0	34/45	100.00

## Activity Locations

Address	City	State	Zip

# Prior Period Adjustments (Direct Benefit Activity)

- DRGR will check the cumulative totals for total households from the race/ethnicity data and compare it to the cumulative totals by income level. Additionally, it checks cumulative totals by tenure and by housing unit.
- **If there is an inconsistency, DRGR will display an error message and a user must make prior-period corrections.**
- Error message example:

**Cumulative sum of income levels for 'Households - Total' must be equal to cumulative sum of 'Owner – Total' <Number>**

# Prior Period Adjustments

For Step B. Two methods to review and analyze data already in DRGR:

- Pull DRGR PerfReport 1 and PerfReport 6
- ‘View Cumulative Totals’ Link

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	19/0	106/100	125/100	100
# Owner Households	0	0	0	19/0	106/100	125/100	100

## Cumulative Race Total

Direct Benefit (Households)	This Report Period						Cumulative Actual Total					
	Owner		Renter		Total Households		Owner		Renter		Total Households	
	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino
White	0	0	0	0	0	0	100	38	0	0	100	38
Black/African American	0	0	0	0	0	0	10	1	0	0	10	1
Asian	0	0	0	0	0	0	4	0	0	0	4	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	1	0	0	0	1	0
Asian and White	0	0	0	0	0	0	1	0	0	0	1	0
Black/African American and White	0	0	0	0	0	0	2	0	0	0	2	0
Other multi-racial	0	0	0	0	0	0	7	1	0	0	7	1
Households Female	0	0	0	0	0	0	38	0	0	0	38	0

# Prior Period Adjustments



**Step A.** Identify and enter totals from grantee's own data tracking

**Step B.** Identify data already in DRGR *(Use last approved QPR for cumulative totals)*

**Step C.** Automatically sums totals for grantee to enter into current APR *(combines in-quarter data and prior period corrections)*

HOUSEHOLDS	Rent	Own	Total		HOUSING UNITS		Rent	Own	Total		HOUSING UNITS		Rent	Own	Total		HOUSING UNITS	
Low Income		29	29		SF	146		29	29		SF	0	0	0	0		SF	146
Moderate Income		117	117		MF			106	106		MF		0	11	11		MF	0
<b>TOTAL</b>		146	146		<b>TOTAL</b>	146		135	135		<b>TOTAL</b>	135	0	11	11		<b>TOTAL</b>	11
HOUSEHOLDS	Rent		Own		Total		Rent		Own		Total		Rent		Own		Total	
	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp	Total	Hisp
White			119	40	119	40							0	0	119	40	119	40
Black/ African American			12	1	12	1							0	0	12	1	12	1
Asian			4		4								0	0	4	0	4	0
American Indian / Alaska Native													0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander			1		1								0	0	1	0	1	0
Asian & White			8	1	8	1							0	0	8	1	8	1
American Indian / Alaska Native & White													0	0	0	0	0	0
Native Hawaiian/ Other Pacific Islander & White													0	0	0	0	0	0
Black/ African American & White			2		2								0	0	2	0	2	0
American Indian / Alaska Native & Black/African American													0	0	0	0	0	0
<b>TOTAL</b>	0	0	146	42	146	42							0	0	146	42	146	42
<b>Female Headed Households</b>			27		27				29		29		0		-2		-2	

# Admin Module

## Monitoring, Audit and Technical Assistance

- Demonstrate oversight efforts
- Adding/Editing Events
- Adding/Editing Event Topics
- Public View



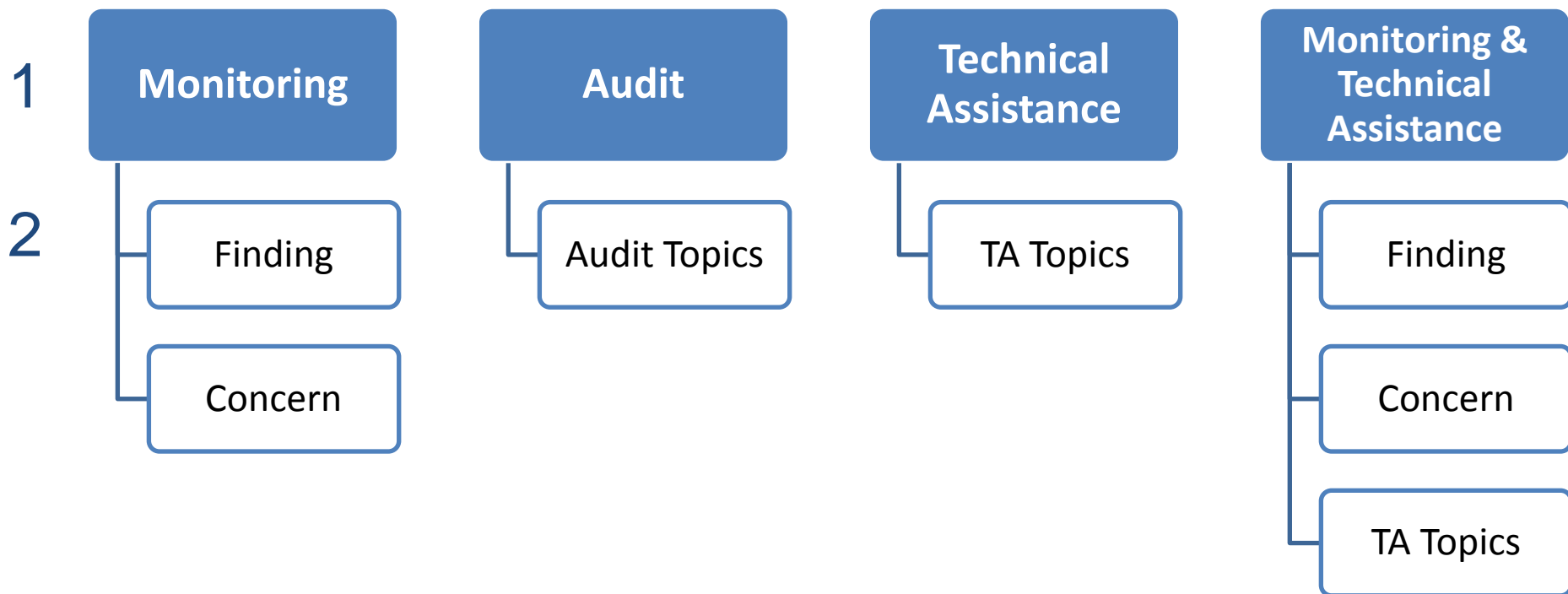
# Admin Module Overview

- Purpose
  - Control user access to grants (via Grantee Admin user)
  - Helps grantees keep track of their oversight activities (optional)
    - Document monitoring, audit, and technical assistance activities
    - Record findings, concerns
  - Keeps HUD informed of grantee monitoring and TA actions (optional)
- HUD FO role:
  - Can review grantee's activities
  - NOT for HUD staff to report on HUD's monitoring activities

# Monitoring/Audit/TA Flow Chart

Two Basic Levels:

1. Events (4 different types of Events to chose from)
2. Findings, Concerns and/or Topics



# Categories: Program Requirement

- Drop down menu of Program Requirement Category codes are unique to each appropriation.
- Example includes NSP1 category code options:

Program Requirement Category.Code △	Program Requirement Category.Name △
← → ↶ ↷	← ↶ ↷
CONSTRUCT	Construction Management
ELIG ACTIV	Eligible Activity
ELIG USE	Eligible Uses and Activities
ENVIR	Environmental
FHEO	Fair Housing & Equal Opportunity
FINMGMT	Financial Management
LABOR	Davis Bacon Wage Requirements
LH25	LH25 at 50% for NSP
LMMI	NSP Low-Mod-Middle-Income
NSP FINMGMT	NSP Financial Management
NSP OBLIG	NSP Obligations
NSP PA	NSP Program Administration
NSP PD	NSP Program Design
PROJFIN	Project Financing

# 1<sup>st</sup> Level: Add/Edit Event

Admin

## Add/Edit Monitoring/Audit/TA Event

- Monitoring/Audit/TA has been saved.

Originator: T001GA T001GA

\*Reference Number: 2011-SFDAH

\*Event Type: ☒ Monitoring ☐ Audit ☐ Technical Assistance ☐ Monitoring/Technical Assistance

\*Organization Reviewed :

\*Event Conducted: ☒ On-Site ☐ Remote

\*Program Requirement Categories:

CONSTRUCT  
ELIG ACTIV  
ELIG USE  
ENVIR  
FHEO

\*Start Date: 08/01/2011 [Select Date](#) (ex: mm/dd/yyyy)

End Date: 09/30/2011 [Select Date](#) (ex: mm/dd/yyyy)

Report/Letter Date:  [Select Date](#) (ex: mm/dd/yyyy)

Event Description:

Event Topics:

Select

Monitoring Type

Id

Status

Respo

Event Type selected corresponds with the sub category options activated below (Finding,

## 2<sup>nd</sup> Level: Add/Edit Finding

### Admin

#### Add/Edit Finding

\*Indicates required fields

**Originator:** T001GA T001GA

**Reference Number:** 2011-SFDAH

**Organization Reviewed :**

**\*Program Requirement Category:**

**\*Activities:**

Select

Grant #

Activity #

None

Delete Selected

Select Activities



## 2<sup>nd</sup> Level: Add/Edit Finding

**\*Finding Id:**

**Finding Title:**

**\*Corrective Action Type:**

**Description of Finding, including Regulatory Citation:**

**Corrective Action:**

**Amount Requested:** \$

**Amount Recovered:** \$

**Is this closed Finding subject to future verification:** ☐ Yes ☒ No

**\*Response Deadline Date:**  [Select Date](#)

**\*Status:** ☒ Open ☐ Closed **\*Closed Date:**  [Select Date](#)

**Follow Up:**

## 2<sup>nd</sup> Level: Findings - Corrective Action

- No Action Required
- Corrective Actions
  - Reprogram Funds
  - Reimburse
  - Change Payment
  - End/Alter
  - Future Grant
  - Other
- Sanctions
  - Hearing
  - Reduce/Suspend/ De-obligate Funds
  - Reduce future grant
  - Terminate grant
  - Other

## 2<sup>nd</sup> Level: Add/Edit Concern

Admin

### Add/Edit Concern

Organization Reviewed : Greater Denver Housing Help

\*Program Requirement Category: LH25

\*Activities:

Select	Grant #	Activity #
<input type="checkbox"/>	B-08-DN-99-0003	NSP1-02 AR MF Set Aside

Delete Selected

Select Activities

\*Concern Id:

Concern Title:

Description of Concern:

Recommended Action:

\*Status: ☒ Open ☐ Closed

Save

Cancel



## 2<sup>nd</sup> Level: Add/Edit Audit Topic

### Admin

#### Add/Edit Audit Topic

\*Indicates required fields

Origin to:

**Organization Reviewed :** Neighborhood Development Collaborative Inc

**Responsible Organization Conducting Audit Topic:**

Select

**\*Program Requirement Category:** ELIG ACTIV ▼

**\*Activities:**

Select

Grant #

Activity #

☐

B-08-DN-99-0003

NSP1-02 AR MF Set Aside

Delete Selected

Select Activities

## 2<sup>nd</sup> Level: Add/Edit Audit Topic

**\*Audit Topic Id:**

**Audit Topic Title:**

**\*Corrective Action Type:**

**Description of Audit Topic:**

**Corrective Action:**

**Amount Requested:** \$

**Amount Recovered:** \$

**Is this closed Audit Topic subject to future verification:** ☐ Yes ☒ No

**\*Response Deadline Date:**  [Select Date](#)

**\*Status:** ☒ Open ☐ Closed **\*Closed Date:**  [Select Date](#) (ex: mm/dd/yyyy)

**Follow Up:**

|

## 2<sup>nd</sup> Level: Add/Edit TA Topic

### Admin

#### Add/Edit TA Topic

Indicates reviewed/assisted by

Reviewed/Assisted by: 2011-DAH

**Organization Reviewed/Assisted :** Denver Affordable Housing

**Responsible Organizations in Attendance:**

Edit

**\*Program Requirement Category:** LH25

**\*Activities:**

Select

Grant #

Activity #

☐

B-08-DN-99-0003

NSP1-02 AR SF DAH

Delete Selected

Select Activities

## 2<sup>nd</sup> Level: Add/Edit TA Topic

**\*TA Topic Id:**

**TA Topic Title:**

**\*Rationale:**

**\*TA Topic Provider:**

☒ **Grantee Staff**

☐ **Contractor's Responsible Organization:**

**Description:**

**Conclusion:**

# Search Events

## Admin

### Search Monitoring/Audit/TA Event

[Help?](#)

#### Search Criteria

**Reference Number:****Grant Number:****Monitoring/TA Start Date:****Monitoring/TA Event Type:****Grantee Activity Number:****Responsible Organization:****Program Requirement Category:**From:  [Select Date](#)  
(ex: mm/dd/yyyy)To:  [Select Date](#)  
(ex: mm/dd/yyyy)**Monitoring/TA Report/Letter Date:**From:  [Select Date](#)  
(ex: mm/dd/yyyy)To:  [Select Date](#)  
(ex: mm/dd/yyyy)

# Public View: Summary (QPR)

## Monitoring, Audits, and Technical Assistance

	This Report Period	To Date
Monitoring Visits	4	12
Audit Visits	2	5
Technical Assistance Visits	3	9
Monitoring/Technical Assistance Visits	1	2
Report/Letter Issued	6	14

# Additional Resources

DRGR Help e-mail  
([DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov))  
1-800-998-9999



NSP Resource Exchange Official NSP Help Site  
(features FAQs, videos, manuals, intensive  
Technical Assistance) : <http://hudnsphelp.info>

Community Connections (step-by-step  
manuals, trainings):  
<http://www.comcon.org/programs/drgr.html>

DRGR question lookup system posted online  
at: <https://lmco.custhelp.com/>

Official DRGR Help Site (features  
videos, module guides, etc.):  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/drgrs.cfm>

DRGR home page (page  
that pops up once you  
sign in)

**Admin**

Welcome to the  
Disaster Recovery Grant Reporting System

#### DRGR News:

March 29, 2011: Known Issues with Area Benefit Data Duplication: Release 7.0 from Sept 2010 was supposed to make the number of CUMULATIVE ACTUAL PERSONS = PROJECTED PERSONS for the area benefit activities regardless of whether data is entered using the CENSUS or SURVEY methods in the DRGR Action Plan. We recently noticed it has been built where in IN QUARTER = PROJECTED for each QPR that a grantee has edited the area benefit activity. This has resulted in doubling and tripling of some beneficiary numbers. Our contractors are working towards a data correction to clear out extra data and determine what code changes that will be needed for a permanent fix. - - - - -